

Audit & Accountability Bureau - Procedural Manual : Attachment 5 à Project Manager Duties and Responsibilities Check List

Attachment #5

Project Manager Duties and Responsibilities Check List

Audit and Accountability Bureau Project Manager Duties and Responsibilities		
		PM clear QA notes and make necessary changes to draft report
Supervisory Review		
		Team Lieutenant/HCO reviews draft audit/project report
		HCO submits draft audit/project report to Operations
		Operations reviews draft audit/project report
		Operations returns draft audit/project report to PM for edits
		Roundtable if requested by Unit Commander
		Unit Commander approves draft audit/project report
Auditee Review Phase		
		PM schedules exit meeting and provides the draft audit/project report
		Exit meeting roundtable with HCO and Team Lieutenant (and Unit Commander, if necessary)
		Conduct exit meeting with Auditee
		PM to provide Operations with draft report who will solicit final response memorandum
Finalizing Audit/Project Report		
		Formal response received from Auditee
		Completion of Executive Summary
		HCO and Team Lieutenant Review of Executive Summary
		PM prepares final report package (Draft Executive Summary, Management's Response, Audit/Project Report) *Finalize with signatures from (PM, APM, HCO,) Unit Commander
Operations Finalize Report		
		Operations prepares final PDF with signatures and cover page *Email distribution of PDF
		Operations delivers final report package to Undersheriff
Archiving		
		PM completes electronic files and compiles the audit/project work papers in binders
		Team Lieutenant reviews binders and electronic files
		Original final report archived with HCO
		Binder *audit/project documentation is archived in filing cabinet

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