

AUDIT SCHEDULE
DIRECT APPOINTMENT ANNUAL AUDIT - 2009

STEP	WHO	WHAT	START DATE	PROJ. END DATE	COMMENTS
1	Audit Manager	Send notice to HR List to announce audit.	2/3/09	2/3/09	
2	AIC	Post audit plan and schedule on HR Audit website.	2/3/09	2/3/09	
3	AIC	Review data and prepare agency lists of direct appointments made in calendar year 2008 and corrective actions from prior audit.	2/3/09	2/10/09	
4	Auditors	Prepare and send initial letters to agency HR managers.	2/10/09	2/20/09	
5	Agencies	Submit direct appointment documents for selected positions.	2/23/09	3/6/09	
6	Auditors	Perform review and determine if agencies maintained the required documents for direct appointments made during 2008 and implemented corrective actions from prior audit.	3/9/09	3/20/09	
7	Auditors	Review prior direct appointment audits and identify performance trends of agencies.	3/23/09	3/27/09	
8	Auditors	Prepare and notify agencies of preliminary findings.	3/30/09	4/3/09	
9	Agencies	Review and respond to preliminary findings.	4/6/09	4/17/09	
10	Auditors	Review agency responses to preliminary findings. Notify agencies of final findings.	4/20/09	4/24/09	
11	AIC	Prepare and post final report.	4/27/09	5/27/09	
12	Auditors	Follow up of corrective actions with agencies.	7/27/09	8/7/09	