

5. ACTION PLAN FOLLOW-UP TASK

Once your management response and proposed action plan is approved by the internal audit team, your statement will be placed in the audit report to be published, and you will receive an Internal Audit Action Plan Follow-up task in your Inbox.

Internal Audit Action Plan Follow-up - Due 31.10.2021
9/30/2021 Action Plan Follow-up 1496 0

Changes are saved. Please follow-up & complete Internal Audit action plan #41 - due 31.10.2021.

In the Action Plan Follow-up task, under Action Source tab, you can view the details of the internal audit observation, and the statement and the action plan that you provided along with the deadline.

Action Information | **Action Source**

Finding

Finding No : 37.3	Associated Tests	<input checked="" type="checkbox"/> Report Finding								
Finding Type Operational	Test For each of above- Document the total number of samples reviewed and percentage of cases where the exceptions are observed.									
Sub Locations Office	Finding Description Some finding has some details entered here. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc a urna arcu.	Criteria Mauris mollis porta sapien ac dictum. Donec id massa nec metus finibus posuere. Fusce blandit metus sem, eget elementum lorem viverra sit amet. Etam lacinia ut ante eget iaculis.								
Finding Summary Some finding observed	Action Owners									
	<ul style="list-style-type: none"> - Yigit Taka <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Entry's Statement</td> <td style="width: 40%;">Is there an action plan?</td> </tr> <tr> <td>Statement for the observation and action plan details go here.</td> <td>Yes</td> </tr> <tr> <td></td> <td>Action Plan Deadline</td> </tr> <tr> <td></td> <td>Saturday, January 1, 2022</td> </tr> </table> </div>		Entry's Statement	Is there an action plan?	Statement for the observation and action plan details go here.	Yes		Action Plan Deadline		Saturday, January 1, 2022
Entry's Statement	Is there an action plan?									
Statement for the observation and action plan details go here.	Yes									
	Action Plan Deadline									
	Saturday, January 1, 2022									

As the deadline approaches, you will receive e-mail notifications with increasing frequency. When the time left until the deadline becomes less than 30 days, the title of the task will change accordingly.

Internal Audit Action Plan Follow-up - Due 3.09.2021 - Less than 30 Days.
Action Plan Follow-up 3019 3

Please follow-up & complete Internal Audit action #99 - due 3.09.2021.

Under Action Information tab, on Work Details section, you are expected upload any documents and files regarding your progress, and enter any progression details with corresponding date.

Work Details

<p>Attachments</p> <ul style="list-style-type: none"> Document.pdf <input type="button" value="Select File..."/> pp.jpg <input type="button" value="Select File..."/> <p><input type="button" value="+ Add New"/></p>	<p>Current Status</p> <table border="0" style="width: 100%;"> <tr> <th>Date</th> <th>Detail</th> </tr> <tr> <td style="text-align: center;">4/15/2021 3:00 P</td> <td> <div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Close"/></p> <p>Some progress achieved</p> </div> </td> </tr> </table> <p><input type="button" value="+ Add New"/></p>	Date	Detail	4/15/2021 3:00 P	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Close"/></p> <p>Some progress achieved</p> </div>
Date	Detail				
4/15/2021 3:00 P	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Close"/></p> <p>Some progress achieved</p> </div>				

You can attach multiple files, without any restriction on file type. You may even use the camera of your device to take a photo and attach it directly.

You can add multiple lines for progression details of different dates.

You may save your work by clicking **Save** action. The task will be available in your Inbox, and your progression details and attached files will be visible to the internal audit team. You will lose your work if you do not save, close the browser, or select **Close** action.

When you want to **Complete** and close the Action Plan Follow-up task, or **Defer** the deadline, or **Revise** the Action Plan, or **Cancel** and close the Action Plan altogether, you have to initiate the your request by selecting the corresponding option on Action Options section, and clicking **Send** action.

Action Options

Action

Complete

Remarks

B / U S

☰ 📎 📧 📅

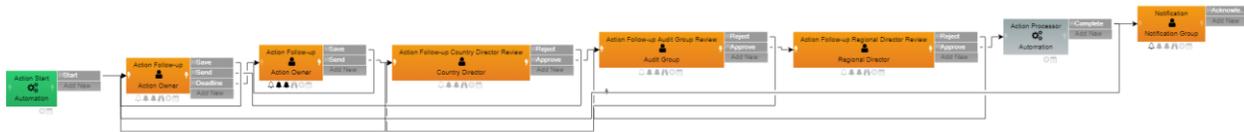
🔗 ☰ </>

Action plan is successfully implemented.

For **Complete** and **Cancel** options, you are expected to provide details regarding your request.

For **Defer** and **Revise** options, you may provide a new deadline, and the new Action Plan details for the **Revise** option.

In all cases, your request will be sent to consecutive approvals of Country Director, Internal Audit Group Management, and Regional Director, once click **Send** action.



Only if all these officials approve your request, then your request will be executed. For **Defer** and **Revise** options, you will receive a new Internal Audit Action Plan Follow-up task, with new action plan details. For **Complete** and **Cancel** options, you will not receive a new task and the action plan will be marked as “closed”.

If any of these officials rejects your request, you will the original Action Follow-up task back. You may view the review and rejection notes on the Discussion section, and historical details on Action History section.

Discussion

[+ Add New](#)

Action History

Current State	Action Date	Description	Revise Description	Selected Action	Selected Date	Result
In Review	Thursday, September 23, 2021	Deadline extension	(Empty)	Defer	Sunday, October 31, 2021	

Approvers

Approver	Date	Action
Mac John Gorean	4/15/2021 12:09 PM	Approve
Carlos Horn	4/15/2021 12:09 PM	Approve
Emily Bloom	4/15/2021 12:09 PM	Approve