

## Manage Audit Progress

The progress of audits within PAWS can be managed in a variety of ways, including: Audit status, Key dates and Man-days.

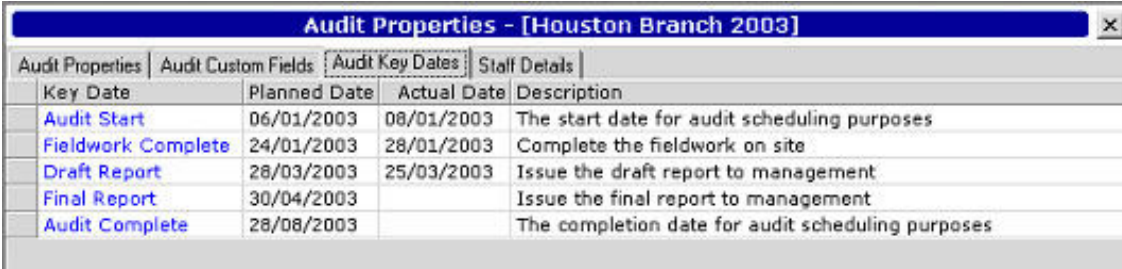
### Audit status

Each audit has a 'status', the allowable values for which can be specified by the System Administrator. Update the status during the course of each audit and query the audit universe by audit status whenever desired, by filtering the Entities & Audits module.

An audit also has two special statuses – 'completed' and 'archived', the effect of which is to prevent further changes from being made. A complete audit still allows action follow-ups, while an archived audit cannot be changed in any way.

### Key dates

Enter an unlimited number of 'key dates' against each audit. Each key date allows for a 'planned date' and an 'actual date', so that variances can be monitored and investigated.



Key Date	Planned Date	Actual Date	Description
Audit Start	06/01/2003	08/01/2003	The start date for audit scheduling purposes
Fieldwork Complete	24/01/2003	28/01/2003	Complete the fieldwork on site
Draft Report	28/03/2003	25/03/2003	Issue the draft report to management
Final Report	30/04/2003		Issue the final report to management
Audit Complete	28/08/2003		The completion date for audit scheduling purposes

Define a library of standard key-dates to enforce consistency between audits. The library may include key milestones such as 'start date', 'fieldwork completion', 'draft report' and 'final report'. These will be created automatically for each audit.

The 'Key Dates Analysis' module allows easy comparison and monitoring of key dates across all audits in your universe, including:

- Variance of planned versus actual dates.
- Performance against targets (e.g. 'Target is to progress from Audit Start to Draft Report within 30 days').
- Upcoming and overdue milestones (e.g. 'Milestones due within < 1 month').
- Overdue audits

## **Man days**

Record the number of planned and actual man-days for each audit at an overall level. The planned days feed into the Audit Scheduling module, so that you can see how many resource days are available within each scheduling period.

Note: For a more comprehensive approach to resource management you may wish to consider implementing PAWS in conjunction with the optional Retain (staff scheduling) and Retain Time (time recording) modules.