Training Course on Project Audit

Professional Development Training Course Outline

Category	Business	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's complex project environments, ensuring **project success**, **governance**, and **value delivery** is paramount. Unforeseen risks, scope creep, budget overruns, and misaligned objectives can derail even the best-laid plans. A **Project Audit** serves as a critical mechanism for **independent assessment**, providing objective insights into project health, performance, compliance, and risk management. It's a structured review designed to identify strengths, weaknesses, and areas for improvement, ultimately safeguarding project investments and enhancing organizational learning. Mastering project audit techniques empowers professionals to provide crucial assurance to stakeholders and drive **continuous improvement** in project execution.

This comprehensive **Project Audit Training Course** equips participants with the essential knowledge, practical skills, and **best-practice methodologies** required to plan, execute, and report on project audits effectively. Through interactive modules, real-world case studies, and practical exercises, attendees will learn how to systematically evaluate project processes, controls, and outcomes against established criteria. This program focuses on developing **auditing proficiency**, enabling participants to conduct thorough assessments, identify critical issues, recommend actionable solutions, and contribute significantly to **project delivery excellence** and overall **organizational maturity** in project management.

Programme Curriculum

Training Course on Project Audit

Introduction

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Course Duration

10 days.

Course Objectives

1. Master **core project audit principles**, frameworks (e.g., COBIT, PMBOK), and standards.
2. Develop **robust project audit plans**, defining scope, objectives, and criteria effectively.
3. Execute **systematic audit procedures**, including evidence gathering and **data collection techniques**.
4. Conduct **effective stakeholder interviews** and communication during the audit process.
5. Assess **project risk management frameworks** and the effectiveness of mitigation strategies.
6. Evaluate **project scope, schedule, and budget performance** against baselines (**earned value analysis**).
7. Analyze **quality management processes** and adherence to quality standards.
8. Examine **stakeholder engagement**, communication effectiveness, and management strategies.
9. Leverage **data analytics** and visualization tools for insightful audit findings.
10. Integrate **Agile and hybrid project audit techniques** for iterative environments.
11. Ensure **project governance**, ethical conduct, and regulatory **compliance** within audits.
12. Craft **impactful, evidence-based audit reports** with actionable recommendations.
13. Facilitate **audit follow-up**, corrective action tracking, and **lessons learned integration**.

Organizational Benefits:

- Enhanced project success rates and **ROI** realization.
- Reduced frequency and impact of project failures and cost overruns.
- Improved **resource allocation** and utilization efficiency.
- Strengthened project **governance**, controls, and **compliance**.
- Increased **stakeholder confidence** and transparency.
- Proactive identification and mitigation of project **risks**.
- Facilitation of **data-driven decision-making** for project portfolios.
- Fostering a culture of **accountability** and **continuous improvement**.

Target Participants

1. Project Managers & Program Managers
2. Internal Auditors & External Auditors
3. PMO (Project/Program Management Office) Staff
4. Quality Assurance & Quality Control Professionals

5. Business Analysts involved in project oversight
6. Risk Management Professionals
7. Compliance Officers
8. Project Sponsors & Senior Management overseeing projects

Course Content

Module 1: Foundations of Project Auditing

- Defining Project Audits: Purpose and Value Proposition
- Distinguishing Audits from Project Reviews and Health Checks
- The Role of Independence and Objectivity in Auditing
- Key Terminology and Concepts (Audit Criteria, Evidence, Findings)
- Overview of Relevant Standards and Frameworks (PMBOK, ISO, COBIT)

Module 2: The Project Audit Lifecycle

- Phases of a Typical Project Audit (Planning, Execution, Reporting, Follow-up)
- Integrating Audits within the Project Management Lifecycle
- Types of Project Audits (e.g., Pre-implementation, Mid-project, Post-mortem, Compliance)
- Understanding the Audit Mandate and Authority
- Ethical Considerations for Project Auditors

Module 3: Planning the Project Audit - Scope & Objectives

- Defining Clear Audit Objectives Aligned with Business Needs
- Determining the Audit Scope: Boundaries and Limitations
- Identifying Key Stakeholders for the Audit
- Understanding the Project Context: Goals, Deliverables, Constraints
- Initial Risk Assessment to Guide Audit Focus

Module 4: Planning the Project Audit - Criteria & Resources

- Identifying Applicable Audit Criteria (Policies, Standards, Baselines, Best Practices)
- Developing the Detailed Audit Work Plan and Schedule
- Resource Planning: Selecting the Audit Team and Required Expertise
- Budgeting for the Audit Engagement
- Initial Documentation Request List Preparation

Module 5: Developing Audit Tools & Checklists

- Designing Effective Audit Checklists and Questionnaires
- Creating Interview Guides and Protocols
- Developing Evidence Collection Templates
- Utilizing Audit Management Software and Tools (Overview)
- Tailoring Tools to Specific Project Types (Waterfall, Agile, Hybrid)

Module 6: Audit Execution - Evidence Gathering Techniques

- Methods for Collecting Audit Evidence (Interviews, Observation, Documentation Review)
- Techniques for Sampling and Data Selection
- Performing Walkthroughs of Key Project Processes

- Documenting Evidence Systematically and Accurately
- Ensuring Evidence is Sufficient, Reliable, Relevant, and Useful

Module 7: Audit Execution - Conducting Interviews & Meetings

- Planning and Structuring Audit Interviews
- Active Listening and Effective Questioning Techniques
- Handling Difficult Conversations and Conflicting Information
- Documenting Interview Outcomes and Key Discussion Points
- Conducting Kick-off and Status Update Meetings

Module 8: Assessing Project Governance and Controls

- Evaluating the Project Management Framework and Methodology
- Assessing Project Roles, Responsibilities, and Authority Levels
- Reviewing Decision-Making Processes and Escalation Paths
- Evaluating Change Control Management Effectiveness
- Checking Compliance with Internal Policies and External Regulations

Module 9: Auditing Scope, Schedule, and Cost Management

- Verifying Scope Definition and Control Processes (WBS Review)
- Assessing Schedule Development, Baseline Management, and Tracking
- Analyzing Cost Estimation, Budgeting, and Cost Control Practices
- Evaluating Earned Value Management (EVM) Implementation (if applicable)
- Identifying Variances and Analyzing Root Causes

Module 10: Auditing Quality and Risk Management

- Reviewing the Project Quality Management Plan and Practices
- Assessing Adherence to Quality Standards and Metrics
- Evaluating Testing and Defect Management Processes
- Assessing the Risk Management Plan and Process Effectiveness
- Evaluating Risk Identification, Analysis, Response Planning, and Monitoring

Module 11: Auditing Stakeholder Management & Communication

- Evaluating Stakeholder Identification and Analysis
- Assessing the Communication Management Plan's Effectiveness
- Reviewing Project Reporting Frequency, Content, and Distribution
- Gauging Stakeholder Satisfaction and Engagement Levels
- Assessing Issue and Conflict Resolution Mechanisms

Module 12: Leveraging Data Analytics in Project Audits

- Identifying Key Data Sources for Project Audits
- Basic Data Analysis Techniques for Identifying Trends and Anomalies
- Using Project Data to Support Audit Findings (Performance Metrics)
- Visualization Tools for Presenting Data Insights
- Potential and Limitations of Analytics in Auditing

Module 13: Synthesizing Findings and Developing Recommendations

- Analyzing Collected Evidence Against Audit Criteria

- Identifying and Documenting Audit Findings (Observations, Non-conformities)
- Determining the Root Causes of Identified Issues
- Developing Practical, Actionable, and SMART Recommendations
- Prioritizing Findings Based on Risk and Impact

Module 14: Crafting and Delivering the Audit Report

- Structure and Key Components of an Effective Audit Report
- Writing Clear, Concise, and Objective Audit Findings
- Presenting Evidence to Support Conclusions
- Tailoring the Report to Different Audiences (Management, Project Team)
- Conducting the Audit Exit Meeting and Presenting Results

Module 15: Audit Follow-up and Continuous Improvement

- The Importance of Audit Follow-up Procedures
- Tracking the Implementation of Management Action Plans
- Verifying the Effectiveness of Corrective Actions
- Closing the Audit Engagement
- Integrating Lessons Learned into Organizational Processes and Future Audits

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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