

HR Audit Project Checklist

Starting your HR Audit projects in the right way makes it so much easier to manage your work and your team. While it's tempting to dive straight in and get on with your tasks, it pays to take a bit of time at the beginning to plan out your work and check that you've got everything you need.

Set your projects up for success with this easy-to-use checklist. Work through the list and make sure you can say 'yes' to each item: then you'll know you can start work confidently.

Part 1: Define Your Audit Project

This first section is all about making sure that you know exactly what you have to do. Spend some time asking the right questions here and you'll create common objectives and a clear understanding of the work involved and what you are expected to deliver at the end.

#	Project Steps	Check Here
1	Appoint the Project Manager/ Main PIC	<input type="radio"/>
2	Approve the business case	<input type="radio"/>
3	Identify Audit Objectives	<input type="radio"/>
4	Define Audit Scope	<input type="radio"/>
5	Approve the Budget	<input type="radio"/>
6	Identify Initial Project Risks	<input type="radio"/>
7	Produce List of Expected Deliverables	<input type="radio"/>

Part 2: Build Your Team

Now that you are clear about what you are doing, it's time to work out who is going to do it.

#	Project Steps	Check Here
1	Appoint HR Consultant	<input type="radio"/>
2	Appoint Internal Team Members for Audit Support	<input type="radio"/>
3	Identify Other Stakeholders	<input type="radio"/>
4	Identify Additional Help Required	<input type="radio"/>
5	Define Roles and Responsibilities	<input type="radio"/>
6	Produce Communications/Reporting Plan	<input type="radio"/>
7	Arrange First Team Meeting	<input type="radio"/>
8	Set Up Project Filing System	<input type="radio"/>
9	Create Task List with HR Consultant	<input type="radio"/>
10	Create Project Schedule with HR Consultant	<input type="radio"/>

Use this list to start each of your projects off on the right foot. When you've ticked off all the items you'll be confident that everyone knows what the project is going to deliver and how you are going to get there as a team.