

Creating an Internal Audit Plan

Last Modified on 09/12/2025 2:44 pm EDT

Overview

An Audit Plan is a container that stores similar Internal Audit Projects (e.g., projects within the same fiscal year). The Audit Plan allows you to set up a plan for the coming year and allocate resources.

User Account Requirements

The user account used to log into Resolver must be added to the Internal Audit Team user group.

Required Information/Setup

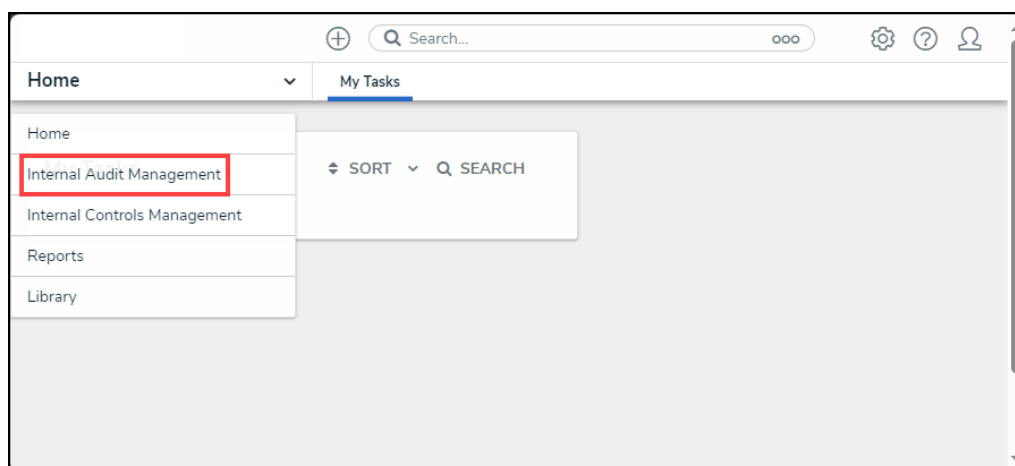
Please follow the link below for instructions on **Creating a User Group** and **Adding a User to a User Group**:

- [Creating a New User Group](#)
- [Adding a User to a User Group](#)

Please refer to the [Activating an Audit Plan](#) article for further information on activating an Audit Plan in a Draft state.

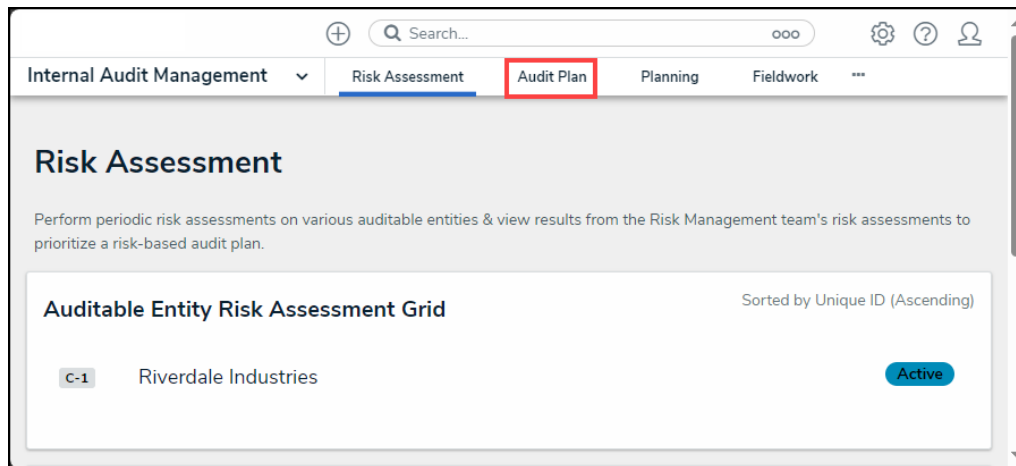
Navigation

1. From the **Home** screen, click the **Home** dropdown and select the **Internal Audit Management** link.



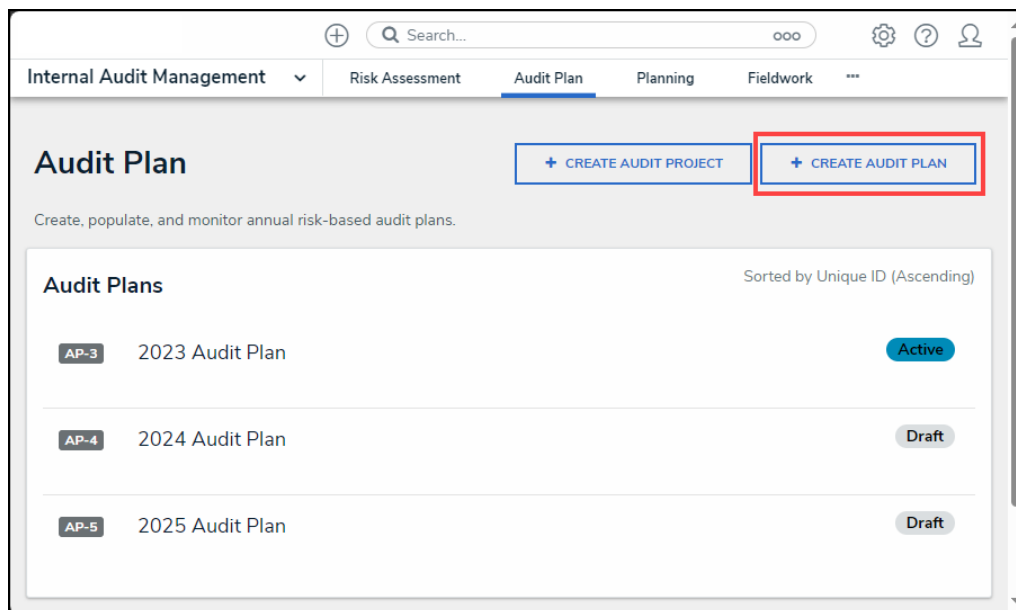
Home Dropdown

- From the **Risk Assessment** screen, click on the **Audit Plan** tab.



Audit Plan Tab

- From the **Audit Plan** screen, click on the **Create Audit Plan** button.



Create Audit Plan Button

Create an Audit Plan

- From the **Create a New Audit Plan** screen, enter the Audit Plan Name in the **Name** field.
The Audit Plan Name identifies the Audit Plan throughout the system and used within reporting.

The screenshot shows the 'Create a New Audit Plan' form in the Resolver application. The form is titled 'Create a New Audit Plan' and has a sub-header 'AP-XXX'. The 'Audit Plan Name' field is highlighted with a red border and contains the text '2024 Internal Audit Plan'. Below this is the 'Description' field, which is currently empty. Further down are 'Start Date' and 'End Date' fields, both with calendar icons. At the bottom right are 'CREATE' and 'CANCEL' buttons.

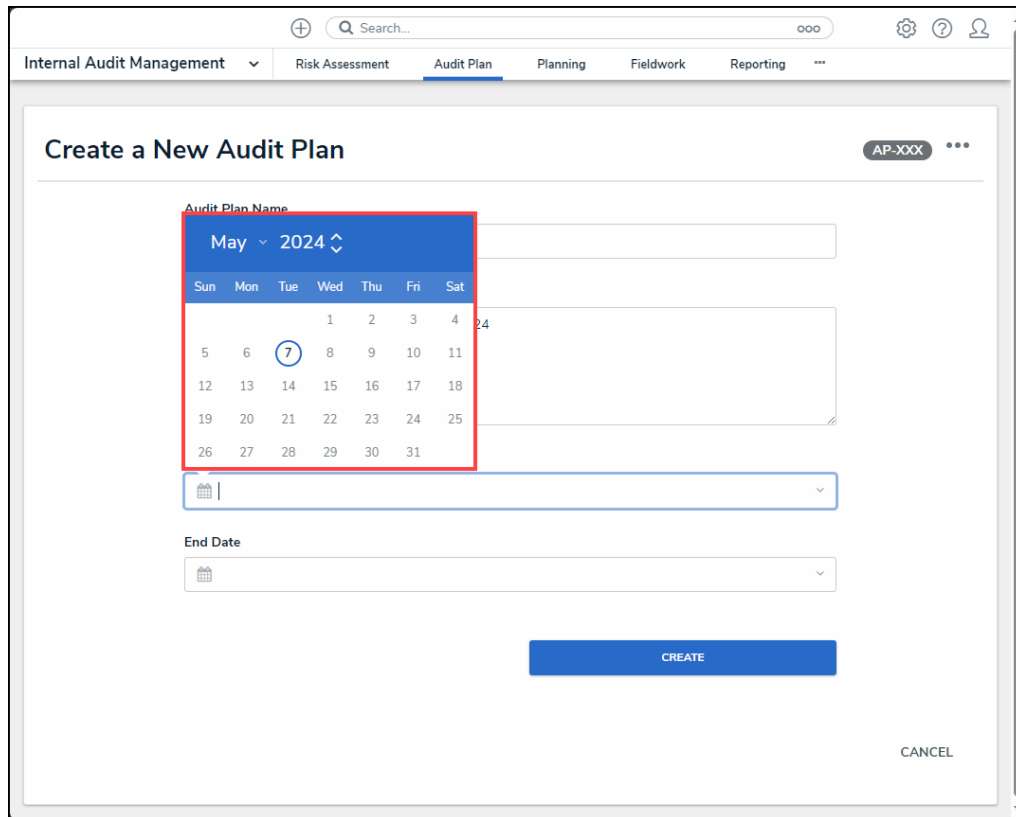
Audit Plan Name

2. Enter a brief Audit Plan description in the **Description** field. An Audit Plan Description allows you to add more detail, differentiating it from other Audit Plans.

The screenshot shows the 'Create a New Audit Plan' form in the Resolver application. The 'Audit Plan Name' field contains the text '2024 Internal Audit Plan'. The 'Description' field is highlighted with a red border and contains the text 'Internal Audit Plan between 01/2024 to 06/2024'. Below this are 'Start Date' and 'End Date' fields, both with calendar icons. At the bottom right are 'CREATE' and 'CANCEL' buttons.

Audit Plan Description

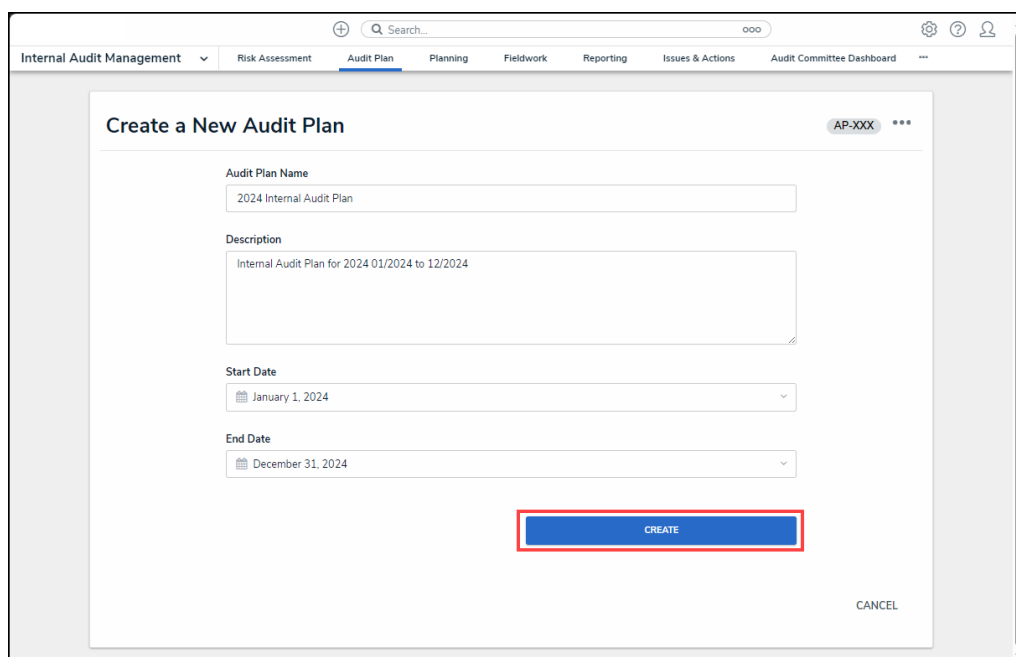
- Click the **Start Date** field and select an Audit Plan start date from the **Calendar** pop-up, by clicking on a **Date**.



The screenshot shows the 'Create a New Audit Plan' form in the 'Internal Audit Management' system. The 'Audit Plan Name' field is highlighted with a red box, and a calendar pop-up is displayed for May 2024. The calendar shows the days of the week (Sun to Sat) and the dates (1 to 31). The date '7' is circled in blue. Below the calendar, there is a dropdown menu for 'End Date' and a 'CREATE' button. A 'CANCEL' link is also visible at the bottom right.

Calendar Pop-up

- Click the **End Date** field and select an Audit Plan end date from the **Calendar** pop-up, by clicking on a **Date**.
- Click the **Create** button to create a new Audit Plan.



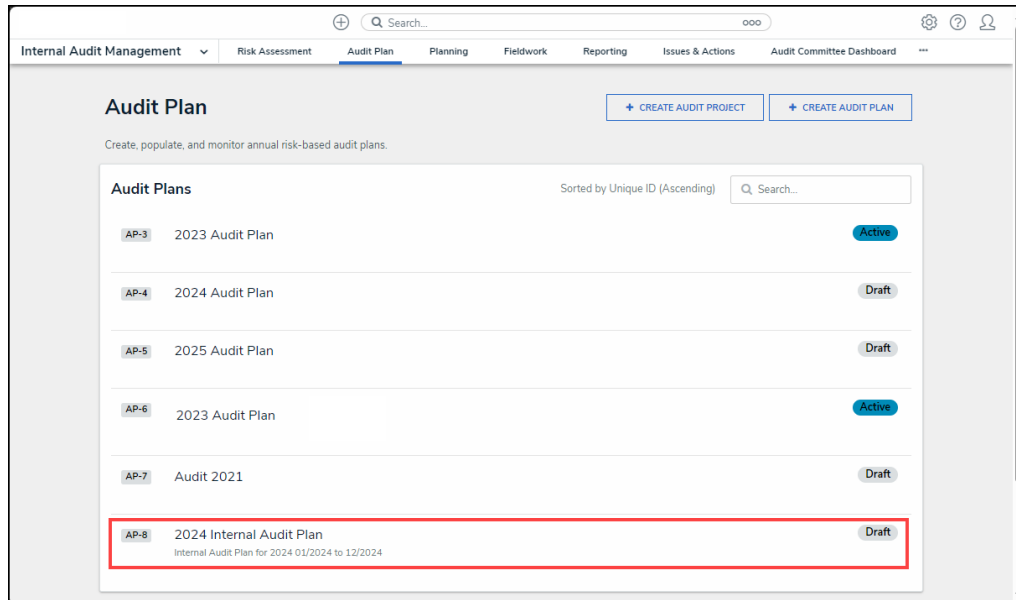
The screenshot shows the 'Create a New Audit Plan' form with the following details filled in:

- Audit Plan Name:** 2024 Internal Audit Plan
- Description:** Internal Audit Plan for 2024 01/2024 to 12/2024
- Start Date:** January 1, 2024
- End Date:** December 31, 2024

The 'CREATE' button is highlighted with a red box. A 'CANCEL' link is also visible at the bottom right.

Create Button

6. The Audit Plan will appear under the ***Audit Plans*** section with a **Draft** status on the ***Audit Plan*** screen.



Audit Plans Section