

Moving an Internal Audit Project to Planning

Last Modified on 09/12/2025 4:20 pm EDT

Overview

After the Internal Audit Project scope has been defined, the Internal Audit Project can be moved to the planning stage.

User Account Requirements

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

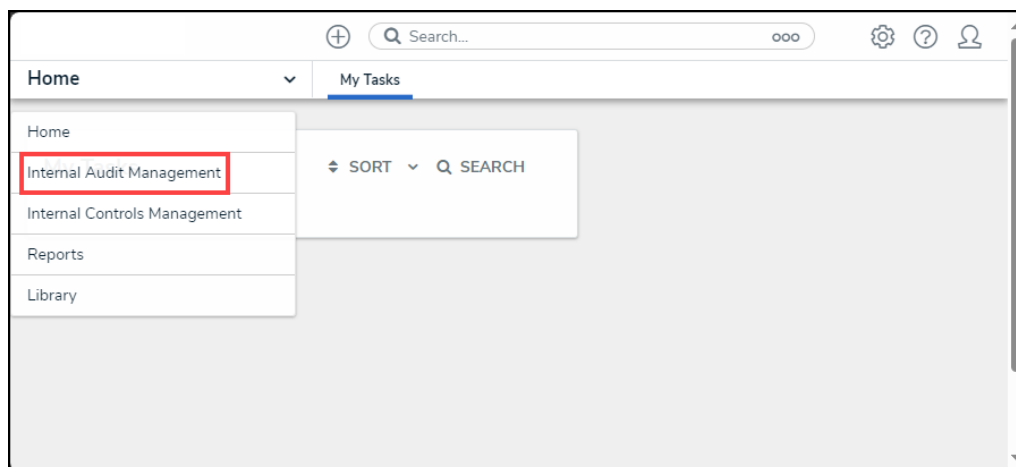
Required Information/Setup

Before creating an **Internal Audit Project**, create an Audit Plan to help organize the Scope of the Internal Audit Project.

- [Create an Audit Plan](#)
- [Activating an Audit Plan](#)

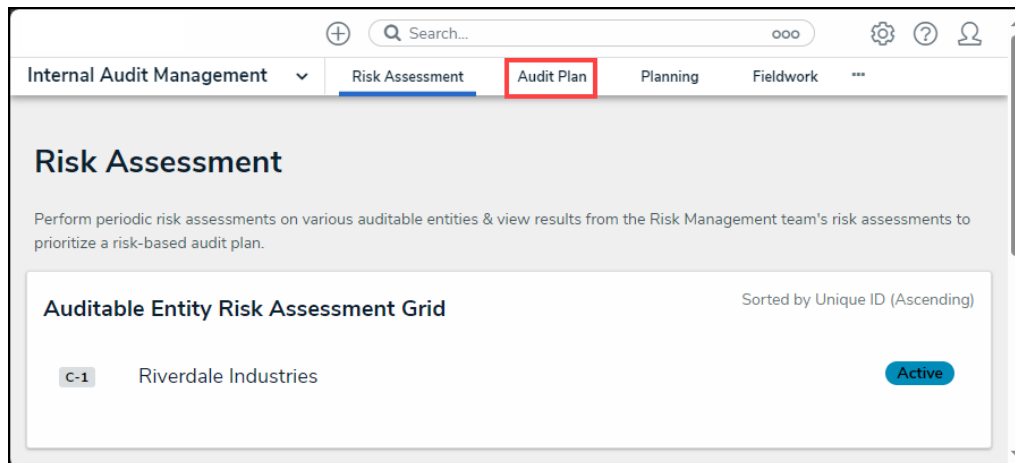
Navigation

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



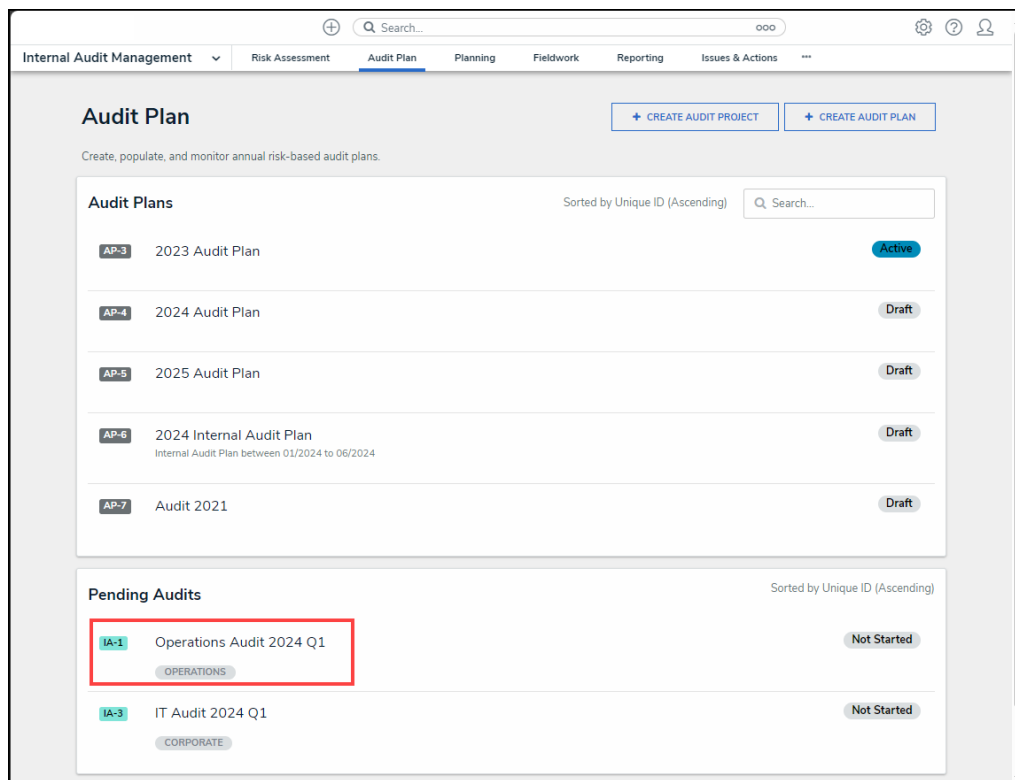
Home Drop-Down

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



Audit Plan Tab

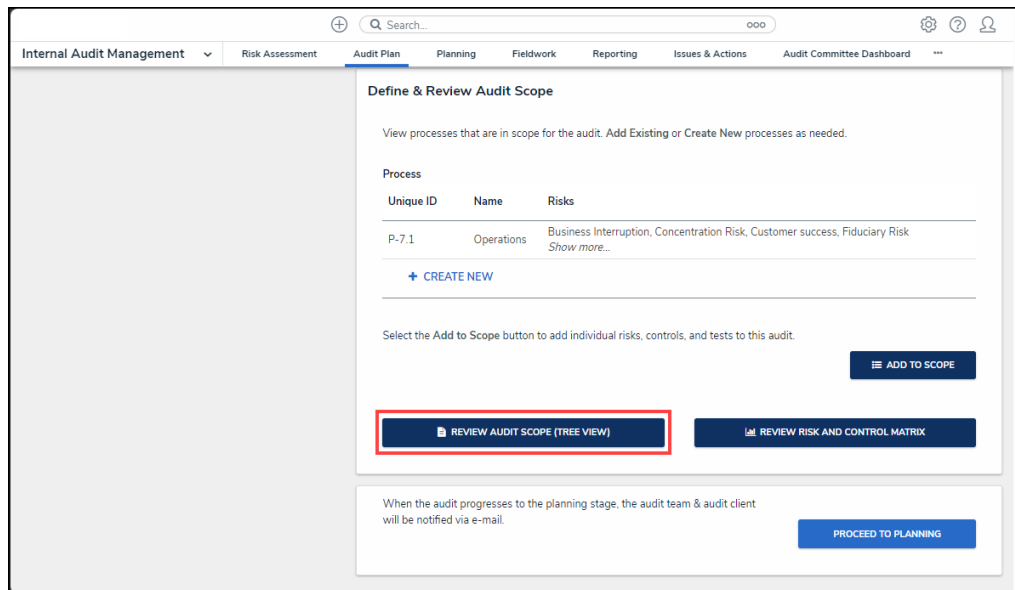
- From the **Audit Plan** screen, click an Internal Audit Project from the **Pending Audits** section.



Pending Audits Section

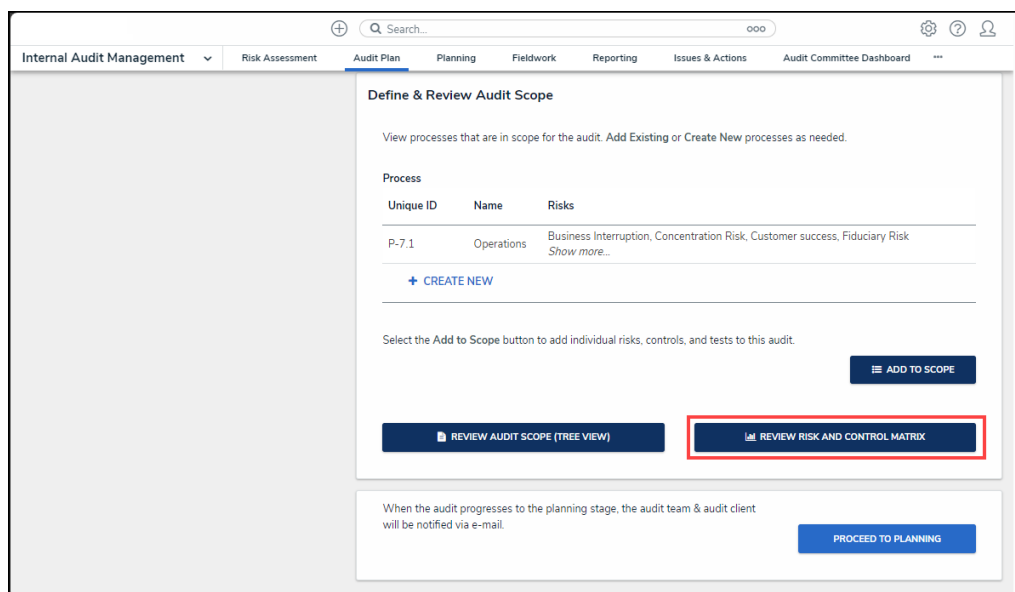
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- From the **Internal Audit Project** screen, scroll to the **Define & Review Audit Scope** section.
- (Optional)** Click the **Review Audit Scope** button to open the **Process Tree View** screen, allowing you to view Risks, Controls, and Tests attached to the process.



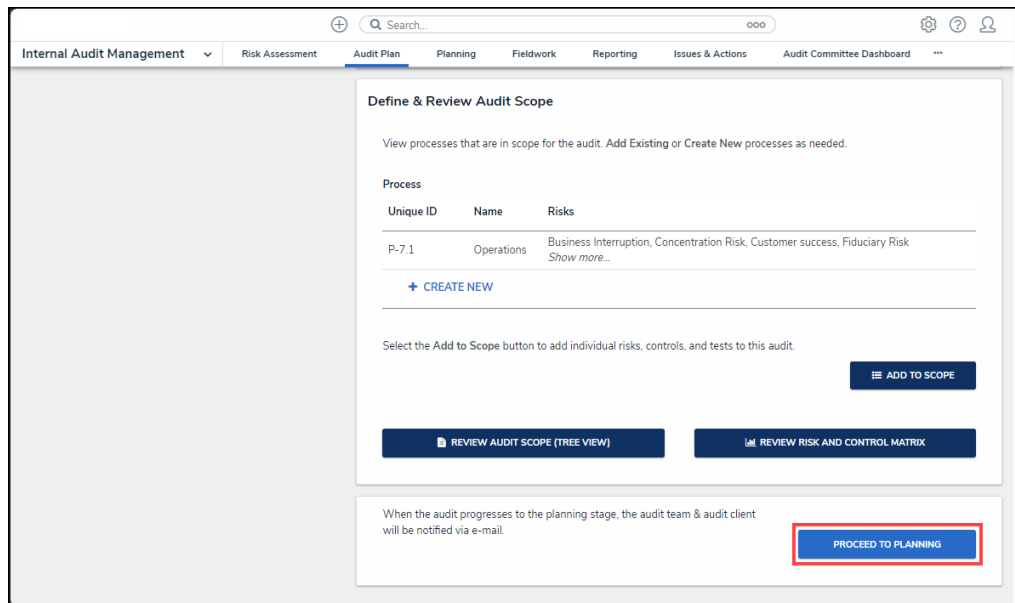
Review Audit Scope Button

3. **(Optional)** Click the **Review Risk and Control Matrix** button to view a data grid, showing each process and its attached Risks, Controls, and Tests.



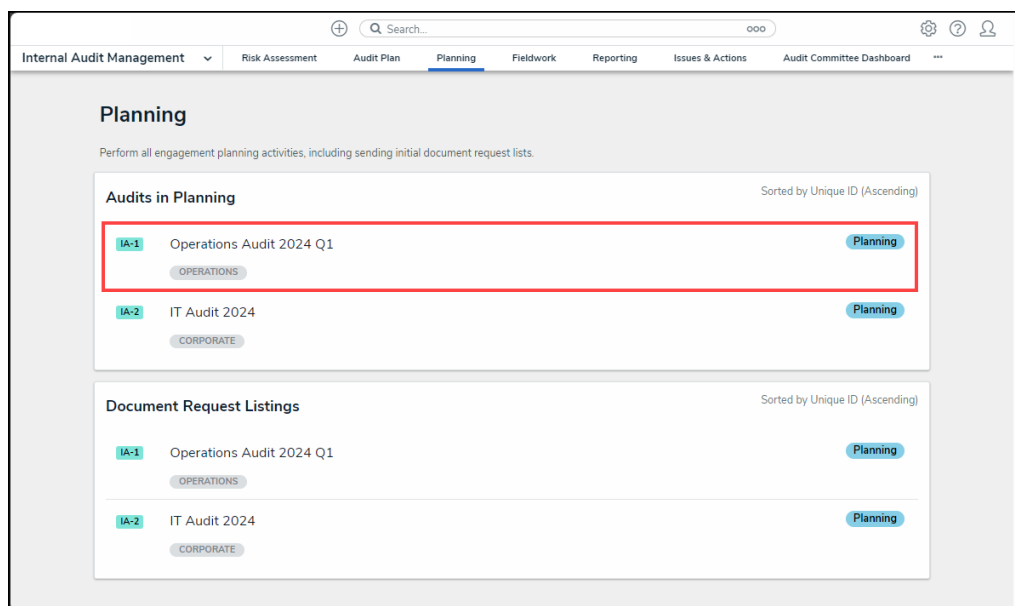
Review Risk and Control Matrix Button

4. Click the **Process to Planning** button to move the Internal Audit Project to the planning stage.



Process to Planning Button

5. Members of the audit team and audit client users will receive a system-generated email notifying them that the Internal Audit Project has moved into planning.
6. The Internal Audit Project will move to the **Audits in Planning** section on the **Planning** screen.



Audits in Planning Section