**Appendix 5 – Project Write-Up**

***NOTE to Instructor:*** *This document is the template for the students to write up the project they completed. It is usually a maximum of two or three pages in length and is meant to be a summary. The instructor should sit down with the audit director and audit staff who supervised the students to review these student write-ups in detail and jointly determine the students’ grades.**This also gives you a chance to discuss how the projects went and plan the next semester’s projects.*

**Final Internal Audit Project Write-Up**

**Internal Audit**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internal Audit Project OR Alternative Project

(Use as much space as needed under each category, but keep to a maximum of three pages)

NAME OF PROJECT:

Internal Audit Client or Alternative Project:

GROUP MEMBERS (If Team Audit):

Summary of audit:

Audit work you performed:

Approximate number of hours:

**Summary of significant findings from your project or project team:**

What were your key learning points from the audit project?

Describe any problems that were encountered with team members.

What was the most significant problem you encountered?

What were things you would do differently in an audit in the future?

As feedback to the managing group or the guidance provided on the individual projects, please provide any suggestions to improve it in the future.

Do you have an experience or piece of advice you would like to share with students who will participate in a similar project in the future?