

# Contract Auditing Worksheet



Step	Description	Action items	Person responsible	Deadline	Notes
1. Establish clear objectives.	<i>Define audit goals and align with organizational objectives.</i>	1. 2. 3.			
2. Determine the scope of the audit.	<i>Identify specific contracts or areas for review.</i>	1. 2. 3.			
3. Assemble the right team.	<i>Gather a team with legal, financial, and operational expertise.</i>	1. 2. 3.			
4. Conduct detailed contract reviews.	<i>Review contracts for compliance, terms, and financial details.</i>	1. 2. 3.			
5. Communicate effectively with stakeholders.	<i>Engage stakeholders and update them regularly.</i>	1. 2. 3.			
6. Document and report findings.	<i>Record observations and prepare a comprehensive report.</i>	1. 2. 3.			
7. Develop a follow-up plan.	<i>Outline steps to address findings and monitor implementation.</i>	1. 2. 3.			

