



PROJACS ACADEMY
by @egis



Projects Audit

تدقيق المشاريع

11 – 15 September 2023

Dubai / UAE

Introduction

This course is designed to provide participants with the knowledge and skills to conduct effective audits of projects and contractors' performance. Audits are essential tools for ensuring that projects are delivered on time, within budget, and according to specifications and standards. Audits also help to identify and mitigate risks, improve communication and collaboration, and enhance learning and improvement.

Objectives

By the end of this course, participants will be able to:

- Understand the principles and practices of auditing project and contractor performance
- Plan, prepare, and conduct audits in accordance with relevant standards and guidelines
- Apply various audit techniques and methods to collect and analyze evidence
- Report audit findings and recommendations in a clear and concise manner
- Follow up on audit actions and monitor progress and outcomes

Who Should Attend?

This course is suitable for anyone who is involved in or responsible for auditing projects and contractors' performance, such as:

- Project managers and coordinators
- Project engineers and quality assurance personnel
- Contract managers and administrators
- Procurement and supply chain professionals
- Internal and external auditors

Course Outline

Day One

Introduction to auditing project and contractor performance

- Overview of auditing concepts, definitions, and benefits
- Types and purposes of audits (e.g., compliance, performance, process, risk, etc.)
- Roles and responsibilities of auditors and auditees
- Audit standards and guidelines (e.g., ISO 19011, ISO 9001, etc.)
- Audit process and phases (e.g., planning, preparation, execution, reporting, follow-up, etc.)

Day Two

Planning and preparing for audits

- Establishing audit objectives, scope, and criteria
- Selecting audit team members and assigning roles
- Developing audit plan and checklist
- Communicating with auditees and stakeholders
- Reviewing relevant documents and records

Day Three

Conducting audits

- Opening meeting and introduction
- Conducting interviews, observations, inspections, tests, etc.
- Using various audit techniques and methods (e.g., sampling, questioning, checklists, etc.)
- Collecting and analyzing audit evidence
- Identifying audit findings (e.g., nonconformities, observations, opportunities for improvement, etc.)

Day Four

Reporting audits

- Closing meeting and feedback
- Preparing audit report (e.g., structure, content, format, etc.)
- Writing audit findings and recommendations (e.g., using SMART criteria)
- Presenting audit report to auditees and stakeholders
- Handling disputes and disagreements

Day Five

Follow-up on audits

- Monitoring audit actions and progress
- Verifying effectiveness of corrective actions
- Evaluating audit outcomes and benefits
- Conducting lessons learned and improvement activities
- Closing audit cycle

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

تم تصميم هذه الدورة لتزويد المشاركين بالمعرفة والمهارات اللازمة لإجراء عمليات تدقيق فعالة للمشاريع وأداء المقاولين. عمليات التدقيق هي أدوات أساسية لضمان تسليم المشاريع في الوقت المحدد وفي حدود الميزانية ووفقًا للمواصفات والمعايير. تساعد عمليات التدقيق أيضًا في تحديد المخاطر والتخفيف منها، وتحسين التواصل والتعاون، وتعزيز التعلم والتحسين.

الاهداف

في نهاية هذه الدورة، سيكون المشاركون قادرين على:

- فهم مبادئ وممارسات تدقيق أداء المشروع والمقاول
- تخطيط وإعداد وإجراء عمليات التدقيق وفقًا للمعايير والمبادئ التوجيهية ذات الصلة
- تطبيق تقنيات وطرق تدقيق مختلفة لجمع الأدلة وتحليلها
- الإبلاغ عن نتائج وتوصيات التدقيق بطريقة واضحة وموجزة
- متابعة إجراءات التدقيق ومراقبة التقدم والنتائج

الحضور

هذه الدورة مناسبة لأي شخص مشارك أو مسؤول عن تدقيق المشاريع، مثل:

- مديري ومنسقي المشروع
- مهندسو المشروع وموظفو ضمان الجودة
- مديري العقود والإداريين
- محترفو المشتريات وسلسلة التوريد
- المراجعين الداخليين والخارجيين