



Internal Audit

Management Action Plan

Prepare a MS Word document addressing each of the following items in your response to each recommended action (recommendation).

1. Provide a brief 1-2 sentence response indicating your agreement or disagreement with each recommended action to be taken.
2. If proposing alternative actions to each recommended action, briefly (2-3 sentences) describe the alternative action(s) proposed.
3. Indicate who, if other than the department head, is responsible for implementing each response in your action plan.
4. Indicate the date each response in your action plan will be implemented (these dates should normally be no more than 180 days after the date of the final report).
5. Include separate paragraphs (if you wish) to provide additional background, information, or details.

Internal Audit will excerpt your responses as needed to include in the body of the report, and attach a complete copy of your response as an addendum to the report.