

FREE PRACTICAL TEMPLATE

INTERNAL AUDIT RESOURCE LIBRARY

ACTION PLANNING

Management Action Plan Template

A template for turning audit issues into specific, owned and measurable corrective actions.



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How to use this template

This template is designed as a practical starting point for management action plan. Complete only the fields that add value to your methodology, keep evidence references traceable, and adapt terminology to your organization. The goal is consistency without turning documentation into bureaucracy.

FINDING REFERENCE	ACTION OWNER
EXECUTIVE SPONSOR	TARGET DATE
PRIORITY	STATUS

GOOD TEMPLATE DISCIPLINE

- Write for the next reviewer, not only for yourself.
- Separate facts, management explanation and auditor judgment.
- Reference evidence rather than pasting everything into the form.
- Record changes to scope, ownership or conclusion as they occur.

Action design

ROOT CAUSE ADDRESSED

ACTION DESCRIPTION

EXPECTED RISK REDUCTION

Implementation

MILESTONES

DEPENDENCIES / BUDGET

EVIDENCE OF COMPLETION

Validation

SUCCESS MEASURE

INTERNAL AUDIT VALIDATION

RESIDUAL RISK / NEXT STEP

Working table

Item / topic	Owner	Due / date	Status	Notes / evidence

EXAMPLE SCENARIO

Action: implement maker-checker verification for bank changes; evidence: workflow configuration, procedure update and first-month exception report.

Action design - example

ROOT CAUSE ADDRESSED

Example entry: Action: implement maker-checker verification for bank changes; evidence: workflow configuration, procedure update and first-month exception report.

ACTION DESCRIPTION

Document the specific evidence, rationale and owner relevant to this field.

EXPECTED RISK REDUCTION

Document the specific evidence, rationale and owner relevant to this field.

EXAMPLE NOTE

Examples are intentionally simplified. In a real audit file, keep the wording specific enough that another auditor can understand what happened, why it matters and which evidence supports the conclusion.

Final quality check

- ☐ All mandatory fields are complete or clearly marked not applicable.
- ☐ Evidence references are traceable to the audit file.
- ☐ Important judgments and scope changes are documented.
- ☐ Open items have an owner and target date.
- ☐ The conclusion is consistent with the evidence recorded.
- ☐ Reviewer comments have been resolved or carried forward.

SIGN-OFF / FINAL NOTES

PREPARED BY / DATE

REVIEWED BY / DATE

FINAL CONCLUSION / DECISION

OUTSTANDING FOLLOW-UP