

FREE PRACTICAL TEMPLATE

INTERNAL AUDIT RESOURCE LIBRARY

ANNUAL PLANNING

Annual Internal Audit Plan Template

A practical annual-plan template linking audit universe, risk priorities, coverage, timing and resources.



How to use this template

This template is designed as a practical starting point for annual internal audit 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.

PLAN YEAR	PREPARED BY
APPROVED BY	AUDIT FTE
AVAILABLE DAYS	APPROVAL DATE

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.

Risk universe

BUSINESS UNITS / PROCESSES

RISK SCORE / TREND

LAST AUDIT / ASSURANCE COVERAGE

Plan selection

PROPOSED ENGAGEMENTS

RATIONALE / STRATEGIC LINK

QUARTER / ESTIMATED DAYS

Capacity & governance

RESOURCE ALLOCATION

CONTINGENCY / ADVISORY CAPACITY

PLAN CHANGE AND REPORTING RULES

Working table

Audit / area	Risk rationale	Quarter	Days	Owner

EXAMPLE SCENARIO

Include Procurement, Cyber/ITGC, Travel Expense, Vendor Master Data and Store Operations based on risk trend, change and time since last audit; reserve 12% contingency.

Risk universe - example

BUSINESS UNITS / PROCESSES

Example entry: Include Procurement, Cyber/ITGC, Travel Expense, Vendor Master Data and Store Operations based on risk trend, change and time since last audit; reserve 12% contingency.

RISK SCORE / TREND

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

LAST AUDIT / ASSURANCE COVERAGE

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