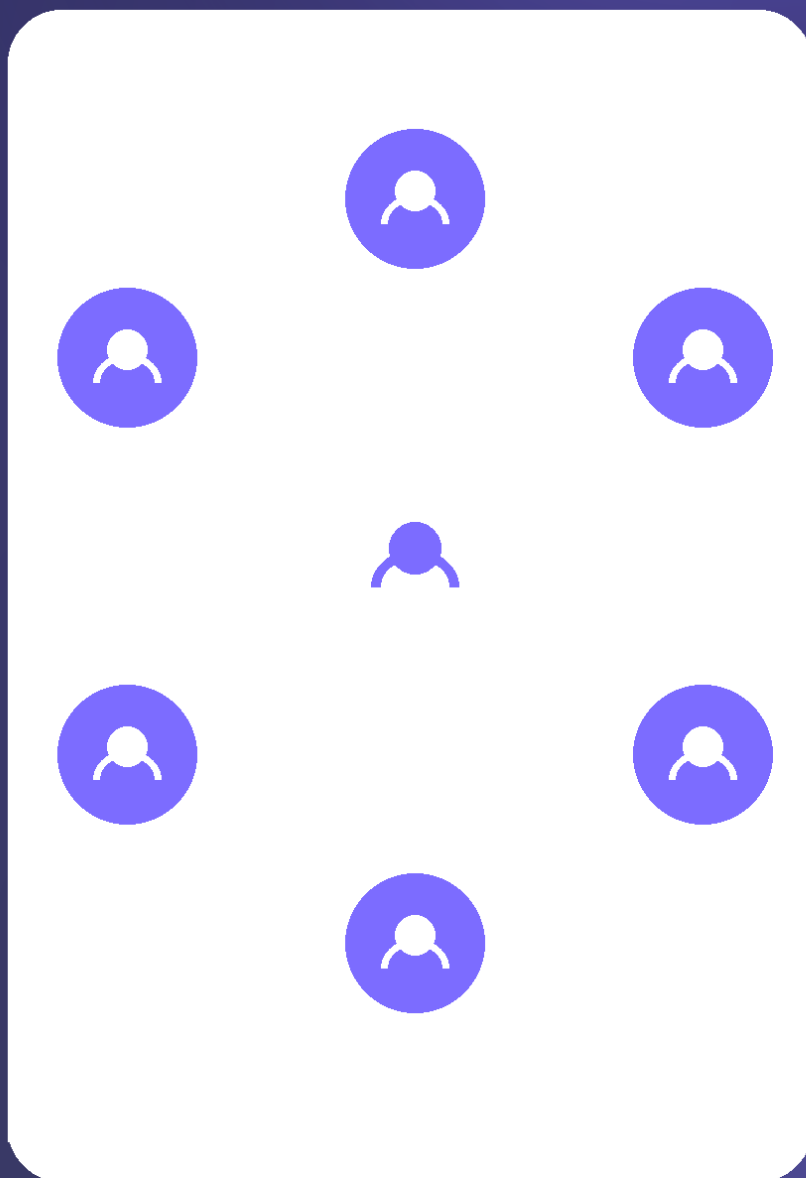


Audit Stakeholder Mapping Tool

Plan who to involve, when to involve them and how to communicate.



PRACTICAL • WORKABLE • READY TO USE

1. Purpose & When to Use It

Use this tool at the start of audits that involve multiple teams, sensitive findings or senior management. It helps prevent late surprises and identifies who can block, support, inform or approve the engagement.

The tool is also useful for cross-border audits and transformation projects where decision rights are spread across functions or entities.

How to use this tool

1. Define the audit question or decision you need to support.
2. Complete the inputs using evidence available at the time - do not wait for perfect information.
3. Apply the scoring or decision logic on the next page.
4. Record the rationale behind important judgments.
5. Update the tool when new evidence changes the risk or conclusion.

Core Inputs

1. Stakeholder / role	
2. Interest in the audit	
3. Influence / decision power	
4. Information needed from them	
5. What they need from audit	
6. Potential resistance	
7. Preferred communication channel	
8. Engagement timing	
9. Decision / approval role	
10. Relationship owner	

2. Decision / Scoring Matrix

Use the matrix as a disciplined prompt for judgment. Adapt thresholds to your organization where necessary.

Stakeholder position	Recommended approach
High influence / high interest	Engage closely; frequent updates; resolve issues early
High influence / low interest	Keep concise; escalate only material issues
Low influence / high interest	Keep informed; use for process detail and validation
Low influence / low interest	Monitor; involve only when needed

Judgment Notes

3. Working Sheet

Complete this page during planning, fieldwork or issue validation. Keep entries brief and evidence-based.

Stakeholder / role	
Interest in the audit	
Influence / decision power	
Information needed from them	
What they need from audit	
Potential resistance	
Preferred communication channel	
Engagement timing	

4. Worked Example

The example below shows the level of detail the tool is designed for. Replace it with your own engagement information.

Stakeholder	Regional GM
Influence	High
Interest	Medium
Need from them	Context on market practices and approval expectations
Audit approach	Kick-off alignment + issue validation before closing meeting
Risk	May view local exceptions as necessary; quantify exceptions before discussion.

Auditor Reflection

What conclusion would you draw from this example? What evidence would you request next?

5. Quick Reference

Five reminders to keep the tool practical and audit-ready.

1 Stakeholder mapping is about communication, not politics.

2 Separate process owner from decision owner.

3 Plan difficult conversations before evidence is finalized.

4 Avoid surprising senior stakeholders at the closing meeting.

5 Update the map when the audit direction changes.

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