**Agreement Audit Process**

**Planning Phase (20% - 30%)**
- Contact Consultant's Liaison
- Engagement Letter
- Schedule Fieldwork with Consultant
- Entrance Conference with Consultant
- Coordinate with Consultant and Project Leadership Team to Obtain Documents Needed for Planning
- Review Agreement Language
- Audit Scope & Objectives
  - Scope
  - Objectives
- Audit Fieldwork Plan
  - Detailed Steps/tasks
  - Staff Assignments

**Fieldwork Phase (40% - 50%)**
- Prepare Preliminary Results & Recommendations
- Ongoing Communication
- Discussions with Consultant's Representative(s) throughout audit regarding questions & status
- Obtain Invoices
- Schedule Invoices
- Select Test Invoices

**Reporting Phase (30%)**
- Technical Response From Consultant
- Exit Conference and Final Draft Report to Consultant
- Final Report Release
- Discuss Preliminary Results and Recommendations with the Consultant and Project Leadership Team
- Discuss with Consultant and necessary and Project Leadership Team

**Quality Control**

**Consultant’s Response Letter**

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1 See also Agreement Audit Resolution Process

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**Frequently Asked Questions**

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**WSDOT Internal Audit Office**

As of March 2011