

PRE-PROJECT QUESTIONNAIRE

FULL NAME: _____

JOB TITLE: _____

COMPANY NAME: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

WEBSITE: <http://www.>_____

BUSINESS PROFILE

WHAT IS THE DOMAIN NAME CALLED?

1. [http://www](http://www.).....
2. [http://www](http://www.).....
3. [http://www](http://www.).....

CLIENTS REQUIREMENTS

CLIENTS PROJECT OBJECTIVES

(1 line descriptions)

- 1.
- 2.
- 3.
- 4.
- 5.

DETAILED DESCRIPTION OF CLIENTS PROJECT REQUIREMENTS:

The above is a true statement of project aims and is subject to the full completion of the pre-installation questionnaire, a client meeting to discuss the final objectives and to the sharing of pertinent information regarding to previous computer maintenance history. Please refer to provision of information in the terms and conditions.

PRE-PROJECT QUESTIONNAIRE

TECHNOLOGY AREAS:

Name of potential audit project? _____

How many workstations need to be audited? _____

How many servers need to be audited? _____

(Can you tick the name of the technology or project box)

Audit Frameworks

- | | | |
|--|---|--|
| <input type="checkbox"/> Risk Base Audits? | <input type="checkbox"/> COBIT Risk Assessment | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> ITIL - Service Management | <input type="checkbox"/> Disaster Recovery Plan Audit | <input type="checkbox"/> Business Continuity Audit |
| <input type="checkbox"/> FAST | <input type="checkbox"/> SOX section 404 | <input type="checkbox"/> Data Protection |
| <input type="checkbox"/> SAS 70 Audit | <input type="checkbox"/> BS7799 / ISO 7799 | <input type="checkbox"/> CIPFA |

Technology Systems

- | | |
|---|--|
| <input type="checkbox"/> System Back-Up Audit | <input type="checkbox"/> Internet / intranet / Extranet Audit |
| <input type="checkbox"/> Wireless Lan Audit | <input type="checkbox"/> Intrusion Detection Audit |
| <input type="checkbox"/> Network Security Audit | <input type="checkbox"/> Software Development Life Cycle Audit |
| <input type="checkbox"/> Firewall Audit | <input type="checkbox"/> Change Control Audit |
| <input type="checkbox"/> Anti-Virus Audit | <input type="checkbox"/> Helpdesk Audit |
| <input type="checkbox"/> Software Licence Audit | <input type="checkbox"/> Outsourcing Audit |

Operating Systems Audit on Workstations / Servers

- | | | | | | |
|---------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Windows 2003 | <input type="checkbox"/> Windows 2000 | <input type="checkbox"/> Windows NT | <input type="checkbox"/> UNIX | <input type="checkbox"/> Linux | <input type="checkbox"/> Open VMS |
| <input type="checkbox"/> XP/2000 | <input type="checkbox"/> Win95/98/ME | <input type="checkbox"/> HP Unix | <input type="checkbox"/> IBM O/S 2 | <input type="checkbox"/> IBM AS400 | <input type="checkbox"/> Novell Netware |

Council Applications Software Audits

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Council Tax | <input type="checkbox"/> SWIFT Social Register, | <input type="checkbox"/> Parking & Revenue Audit, | <input type="checkbox"/> Cash Desk Audits |
| <input type="checkbox"/> Other Application | | | |

Performance Management Audits

- | | | | |
|---|--|--|--------------------------------------|
| <input type="checkbox"/> ODPM e-Government, | <input type="checkbox"/> IEG Statement Audit | <input type="checkbox"/> Project Assurance / Progress Audits | <input type="checkbox"/> PSA Targets |
| <input type="checkbox"/> SMART – Specific Measurable Achievable Realistic Targets | | | |
| <input type="checkbox"/> GAPP Analysis | | | |

Database & ERP Application Systems / Software Audits

- | | | | | |
|---------------------------------------|--|-----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Web Based | <input type="checkbox"/> MS SQL Based | <input type="checkbox"/> MYSQL | <input type="checkbox"/> Oracle based | <input type="checkbox"/> JD Edwards |
| <input type="checkbox"/> Sybase Based | <input type="checkbox"/> Mainframe Based | <input type="checkbox"/> Informix | <input type="checkbox"/> DB 2 | <input type="checkbox"/> GEAC System 21 |

PRE-PROJECT QUESTIONNAIRE

	General Questions & Answers	YES	NO	DON'T KNOW
1.	Do You have an ICT / Business Audit requirement to be fulfilled this year?			
2.	Are you compelled to fulfil any aspects of the annual audit plan?			
3.	Do you have sufficient resource capacity to complete the audit review?			
4.	Do you have budget to address the resource gap ?			
5.	What type of audit project do you needs to be completed, is it an ICT, Business Accountancy, such as council tax, or revenues, or ODPM ?			
6.	What time scales are in place to achieve your targets ? [] 1 months [] 2 months [] 3 months [] 6 months			
7.	What are your estimate project timescales?			
Define Actions for 2nd Call / Next Meeting				
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				

ADDITIONAL NOTES

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