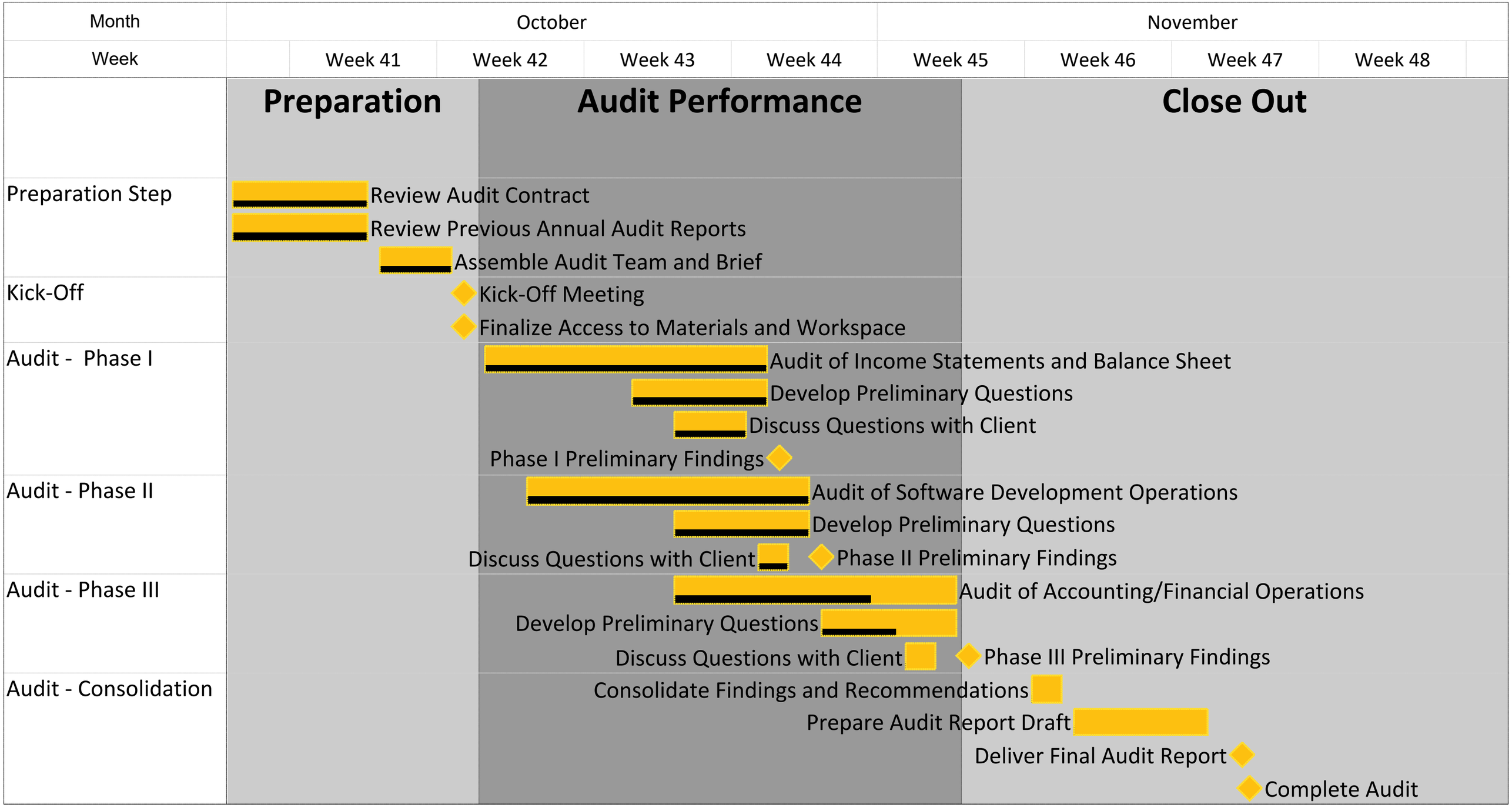
Month
October
November
Week
Week 41
Week 42
Week 43
Week 44
Week 45
Week 46
Week 47
Week 48
Preparation
Audit Performance
Close Out
Preparation Step
Review Audit Contract
Review Previous Annual Audit Reports
Assemble Audit Team and Brief
Kick-Off
Kick-Off Meeting
Finalize Access to Materials and Workspace
Audit - Phase I
Audit of Income Statements and Balance Sheet
Develop Preliminary Questions
Discuss Questions with Client
Phase I Preliminary Findings
Audit - Phase II
Audit of Software Development Operations
Develop Preliminary Questions
Discuss Questions with Client
Phase II Preliminary Findings
Audit - Phase III
Audit of Accounting/Financial Operations
Develop Preliminary Questions
Discuss Questions with Client
Phase III Preliminary Findings
Audit - Consolidation
Consolidate Findings and Recommendations
Prepare Audit Report Draft
Deliver Final Audit Report
Complete Audit