# Appendix F: Work Plan Template

##### Reviewed Organization

|  |  |
| --- | --- |
| **Name of I&E Organization being reviewed** |  |
| **Head of the I&E Organization** | (*Name, title, phone number, and email of IG or I&E Organization Executive*) |
| **Primary POC** | *(Name, phone number, and email)* |
| **Secondary POC** | *(Name, phone number, and email)* |

##### Reviewing OIG

|  |  |
| --- | --- |
| **Name of I&E Organization conducting external or modified**  **peer review** |  |
| **Head of the Reviewing OIG** | (*Name, title, phone number, and email of IG or I&E Organization Executive*) |
| **Primary POC/Review Team Leader** | *(Name, phone number, and email)* |
| **Secondary POC** | *(Name, phone number, and email)* |
|  | *(Name, phone number, and email of other reviewers. Add more rows as needed.)* |

##### Scope & Methodology of Peer Review

|  |  |
| --- | --- |
| Time period during which reviewed reports were published. |  |
| Number of reports to be reviewed,[37](#_bookmark63) by report type (memorandum report, management alert, compliance review, policy review, contracted out, etc.). |  |
| Any changes to checklist, scope, or methodology agreed to by the Reviewing OIG and Reviewed Organization prior to the review. |  |

##### Reports selected for review by the Reviewing OIG

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Report, Report Number, and Date issued** | **Report Type** | **I&E Report Manager** | **Name of Individual from Reviewing OIG Assigned to**  **Conduct Review** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

##### Will additional Blue Book standards be covered in the review? Yes or No. If yes, which ones?

##### Describe how the Reviewing OIG selected reports for review.

37 For large Reviewed Organizations four reports will be reviewed. For medium Reviewed Organizations three reports will be reviewed. For small Reviewed Organizations two reports will be reviewed.

##### Describe the approach for obtaining access to background materials (Reviewed Organization’s policies, procedures, annual work plans, etc.).

##### Describe the approach for obtaining access to project designs/plans, work papers, and other supporting materials for the sample of reports to be reviewed.

##### Describe the approach to conducting interviews with I&E organization staff and managers.

##### Review Milestones

|  |  |
| --- | --- |
| **Milestone** | **Date to be Completed** |
| Attend training. |  |
| Hold entrance meeting and obtain required briefings and access needed to perform review. |  |
| Team members complete individual reviews of policies and procedures, reports, and work papers; discuss summaries, conclusions, and recommendations; and draft point paper or discussion draft report and letter of comment, as applicable, for exit meeting. |  |
| Exit meeting held. |  |
| Draft report and letter of comment, if applicable, delivered to Reviewed Organization. |  |
| Reviewed Organization provides the Reviewing OIG with written comments on draft report and letter of comment, if  applicable. |  |
| Final report and letter of comment, if issued, delivered to the Reviewed Organization and Chairs of the Council of the Inspectors General on Integrity and Efficiency (CIGIE) and the I&E Committee. |  |

1. Comments on other matters related to the review.