



Louisville Metro Government Office of Internal Audit

The Office Of Internal Audit Engagement Request Form	
Date Request Submitted	10.10.17
1. Requestor Name	Councilman Brandon Coan, District 8
<p><i>Please note: Internal Audit requests from Department Directors will be shared with the Mayor's Office and may be subject to approval from the Mayor's Office, if the request is intended to be from the Mayor's Office , as a whole.</i></p> <p><i>Internal Audit requests from Metro Council Members will be shared with the Metro Council President's Office and may be subject to approval from the President's Office or by way of a Resolution, if the request is intended to be from the Metro Council Office , as a whole.</i></p>	
2. Requestor Department	Metro Council
3. If your department is not listed in the department drop-down box, please provide your department name here.	
4. What Type of Engagement is Desired (see definitions below)?	Consulting
5. Is this request for a Financial Impact Analysis?	no
6. Business Process/Department to be Reviewed	Metro Council
7. Who is the Key Stakeholder for Process to be Reviewed?	Councilman Brandon Coan, District 8
8. Time period to be Reviewed	CY 2017
9. What Are Your Desired Objectives/Outcome of the Engagement? (The more information provided the better, as it will be helpful as we make a determination about the request.)	<p><u>Objectives</u> Identify and analyze data for reporting the activities of District 8. Key activities that will be reported include the following: District 8 Strategic Plan Achievement Quantity of Roads Paved/ Quantity of Roads in Bad Condition (Depending on Data Availability) Quantity of Code Violations Remediated (Depending on Data Availability) Quantity of Service Calls/Requests Initiated and Resolved (Depending on Data Availability) Service Request Initiation Source (Metro Call, Email) Listing of Legislation Initiated and Passed</p> <p><u>Intended Outcomes</u> Share Performance Results with District 8 Constituents Develop KPIs, where necessary</p> <p><u>Deliverable:</u> A report to include a summary of the analysis for each data set</p>
10. What is Your Anticipated Completion Date for This Request?	2.1.18 Note: The actual start date for the project and the estimated completion date will depend on the available of internal audit resources and the availability of data.



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11. Comments

This is a request for a consulting engagement for District 8.

For OIA Use ONLY

Approved by the Mayor
Approved by Metro Council
Request Accepted by the Office of Internal Audit
Staff Assigned
Budgeted Hours



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Definitions of Core Services

-Assurance - Reviewing operations, policies, and procedures to ensure that the appropriate control structure is in place and that business risks are considered.

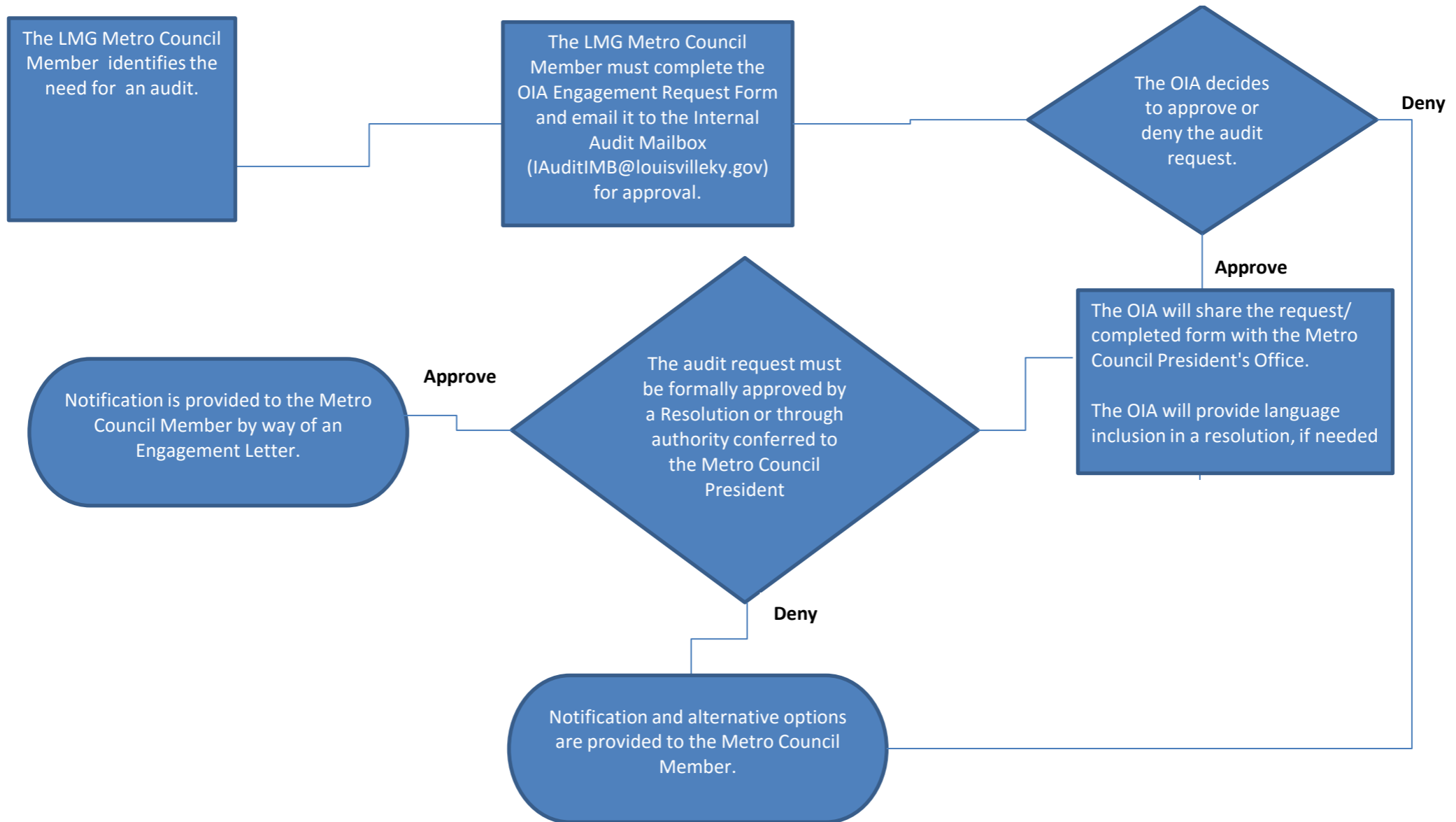
-Consulting - Providing services to help address specific issues and concerns, which may not necessarily be high-risk, but do add significant value to clients.

-Information Technology - Ensuring that electronic information is processed as intended, data integrity is maintained, and the control structure is assessed.

-Integrity - Investigating allegations regarding employee misconduct and / or non-violent criminal acts involving Metro Government resources.



OIA Audit Request Workflow- Metro Council





OIA Audit Request Workflow- Administration

