

ORGANIZATION/ENTITY NAME INFORMATION REQUEST LIST

The following information is requested to facilitate our understanding of your departmental operations and activities. This list is not intended to be all-inclusive. Additional information or questions may be required throughout the course of the audit. If the information detailed below is not available, we do not intend for you to create this information for our purposes. Please feel free to advise us of any additional information/documentation not listed below that may be useful to us in the conduct of this audit. If you or your staff have any questions or need clarification regarding this request, please call Office of Internal Audit at 313-577-2128.

#	Scope Area	Document Required	Due Date	Date Received
Operations				
1.	Organization/ Operational	Departmental organizational chart (s) including roles and responsibilities. <i>Please identify process owners and name and contact person in each organization for IT areas.</i>		
2.	Organization/ Operational	List of personnel within each unit		
3.	Organization/ Operational	Strategic/Business Plan for the S/C/D		
4.	Operational	FY20XX approved budgets		
5.	Operational	List of all accounts (numbers and account titles) maintained by your unit		
6.	Operational	Operating and/or comparative analysis reports prepared or issued by your department on an annual basis		
7.	Operational	Description of significant departmental processes (include flowcharts if available)		
8.	Operational	Internal policies and procedures manual		
9.	Operational	Proposed or pending changes in policies and procedures		
10.	Operational	Copies of external regulations applicable to the department		
11.	Operational	List of Key Personnel Contacts (<i>including any significant upcoming leaves</i>)		

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Information Technology				
12.	Control Environment	A list of any known deficiencies or deviations as defined in the WSU or IT Policy Manual.		
13.	Control Environment	An application inventory for the S/C/D		
14.	Infrastructure Controls	Overview of the hardware and software platforms (Servers inventory, Operating System, Database Management System, Authentication Software, server type and IP addresses, patch status and virus DAT file level).		
15.	Infrastructure Controls	Overview documentation for S/C/D IT strategy		
16.	Infrastructure Controls	WAN Diagram of network infrastructure supporting the S/C/D.		
17.	Disaster Recovery	High level summary of Business continuity and disaster recovery plan for recovery procedures from the loss of applications, hardware and infrastructure. Information on application specific back up procedures is recommended.		
18.	Other	List of major IT supplier contracts and agreements.		
19.	Other	Reports of unusual events since the last audit (e.g. security breaches, failed access attempt reports and improper practices).		

Note: Any documentation listed above may be sent electronically to the in charge auditor for the engagement. If information is on the WEB, please note the WEB address under the remarks. If information is FAXED please notify recipient before sending. Thank you for your attention and cooperation.