



Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

# Auditing of Projects and Contractors:

## Terminology, Concept and Applications

17 - 21 Jan 2021, Dubai  
23 - 27 May 2021, Dubai  
03 - 07 Oct 2021, Dubai



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and ISO 29993:2017  
Certified Company

# Auditing of Projects and Contractors:

## Terminology, Concept and Applications

### INTRODUCTION

Auditing of Projects and Contractors is a comprehensive training course that will help you to understand the audit planning process and the subsequent execution of the audit of projects and contractors in order to meet the determined audit objectives.

This EuroMaTech training course seeks to provide you with skills such as project risk assessment, appreciating the scope of risk associated with contractors and formulating a well-designed audit program. By applying these skills, you will be able to perform a comprehensive audit and obtain sufficient audit evidence to formulate an audit opinion and to report and implement your findings.

**Participants attending the Auditing of Projects and Contractors training course will develop the following competencies:**

- Doing a project and contractor risk assessment
- Using audit planning to determine scope of the audit process
- How to implement a detailed audit program
- Effective communication of audit findings

### WHO SHOULD ATTEND?

- Financial Managers who wish to broaden their scope of understanding of the audit of projects and contracts
- Project Managers who will benefit from understanding the risk assessment and audit process in order to improve project outputs
- Internal Auditors who wish to develop their technical skills and compliance
- External Auditors who are involved in interim audits or agreed upon procedures
- Accounting Professionals who wish to improve their career opportunities
- Any key stakeholder in the implementation of material projects

### PROGRAMME OBJECTIVES

**This Auditing of Projects and Contractors training course aims to enable participants to achieve the following objectives:**

- Understanding the integration of projects and contractors
- Techniques for project risk assessment
- Appreciating how audit planning impacts audit process
- Skills to conduct the audit of projects and contractors
- Development of management skills in audit process
- Formulation of audit findings for effective implementation
- How to use project audit to improve project efficiency and outputs

### TRAINING METHODOLOGY

The Auditing of Projects and Contractors training course is delivered as a hierarchy of related but separate modules and proceeds in a systematic interactive manner using lectures, lessons learned, practical examples, video materials, case studies, shared participant experiences and practice sessions and assessments. Participants will partake in group activities as well as individual exercises.

### PROGRAMME SUMMARY

This comprehensive EuroMaTech training course will enable each participant to appreciate and understand the concepts and certain complexities associated with the audit of projects and contractors along with topic terminology, concepts and applications.

# PROGRAM OUTLINE

## DAY 01

### Overview of Projects and Contractors

- Overview of the project management process
- Project activities and lifecycle
- Key players within projects
- Basic terminology of project management
- Understanding the procurement process
- Scope of contractors in the project
- Compliance background

## DAY 02

### Risks and Objectives of the Audit

- Project assurance
- Definition of the project audit
- Objectives of the project audit
- Benefit of the audit
- Users of the audit
- Principles of the project audit
- Risks and responses of projects
- Risk and responses of contractors

## DAY 03

### Project Audit Process and Planning

- Process of the project audit:
  - » Preparatory phase
  - » Performance phase
  - » Evaluation / analytical phase
  - » Conclusion phase
- Pre-engagement planning
- Risk assessment
- Review of resources
- Overview of audit methodology

## DAY 04

### Audit Methodology

- Audit methodology according to individual phases and areas
  - » "Project initiation" phase
  - » The "Project proposal" phase
  - » The "Project planning" phase
  - » The "Project realisation" phase
  - » The "Project completion" phase
  - » Behavioural competence
  - » Overall evaluation
- Basic audit structure
- Audit of procurement process
- Audit of engagement with contractors

## DAY 05

### Audit Implementation and Reporting

- Practical implementation of the audit process
- Common issues of the process
- Ethical considerations
- Dealing with stakeholders
- Application of resources
- Writing the audit report
- Audit report content
- Presenting / implementing audit report
- Implementation of best practices

## IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

## QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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| ✓ | Date             | Venue | Fee(\$)   |
|---|------------------|-------|-----------|
|   | 17 - 21 Jan 2021 | Dubai | US\$4,950 |
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*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

### Your Details

Name (Mr/Ms):.....  
Position:..... Organisation:.....  
Address:.....  
.....  
City / Country: .....  
Telephone / Fax: .....

### Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
Company Name: .....  
Address:.....

#### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

#### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

#### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

#### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

#### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

#### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

#### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

### Contact Us:

#### U.K. Office:

109 Mount Pleasant  
Liverpool L3 5TF, United Kingdom  
Telephone: +44 151 709 7100  
Fax: +44 151 709 7181

#### Middle East Office:

P.O. Box 74693  
Dubai, United Arab Emirates  
Telephone: +971 4 4571 800  
Fax: +971 4 4571 801

#### Email Address:

info@euromatech.ae

#### Website:

www.euromatech.com



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