

Audit Intake Process Guidelines



Sample ILT



Objective



- Introduce & Establish GIS Audit Demand process to support a standardize process for all the audits within WK which needs participation from GBS resources
- Explain the value proposition of GBS C&A support
- How to engage GBS

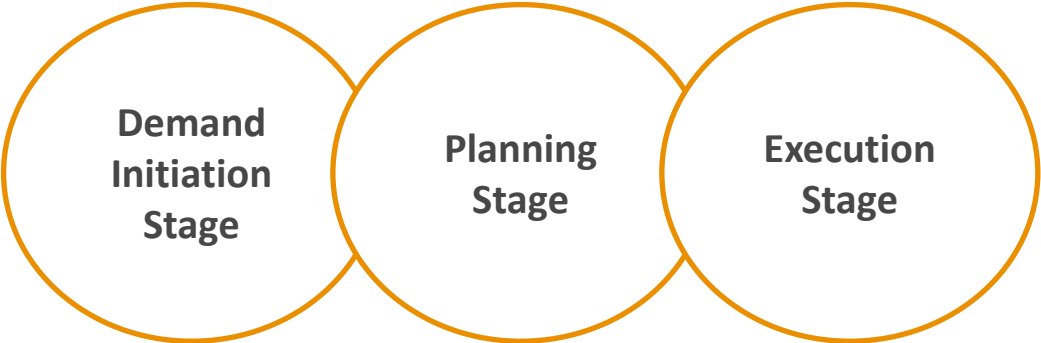


Agenda

- Overview
- What is an Audit?
 - People, Process, Technology (Complex in Nature)
- New Process (Solution & Benefits)
- Resources / FAQs
- Wrap-Up



Overview



- There are 3 main stages to the overall auditing journey
- Our focus is the initial Demand Stage and the timing associated with your audit preparation: people, time, & resources

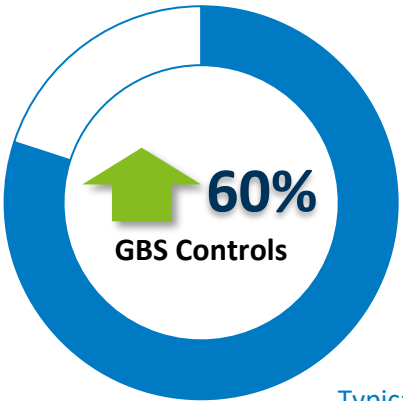


Sample ILT

The Current Landscape

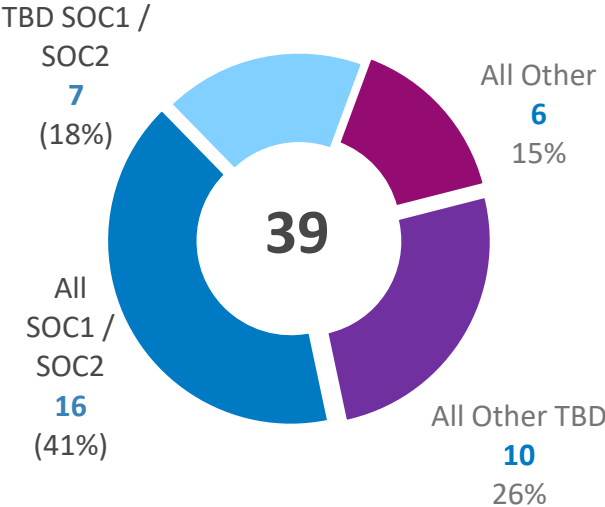
- GBS is handling 70 audits at a time
- All audits are time sensitive, and preparation is key

GBS Holds 60% of controls

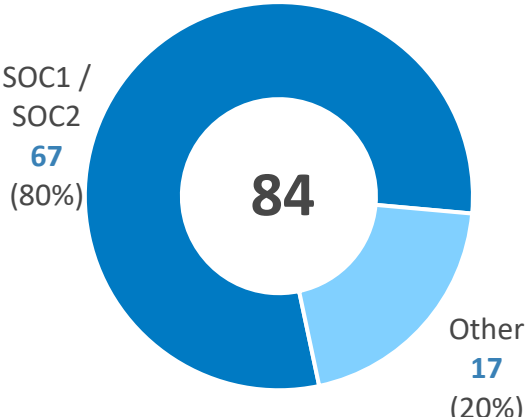


Typical audit engagement required is about 12 weeks with an average of 1500 – 2500 hours spent to achieve an approved SOC2 report

Number of Audit Periods



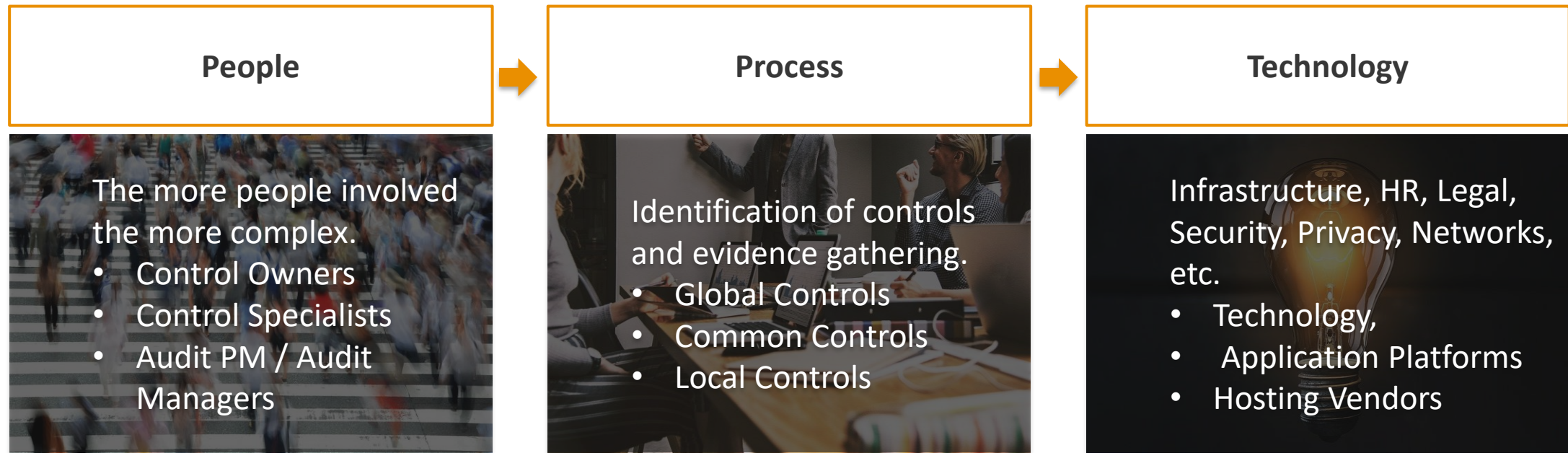
SOC2/SOC1 & Other Audits



What is an Audit?

A formal examination of an organization's or individual's accounts or financial situation.

The complexity of an audit:

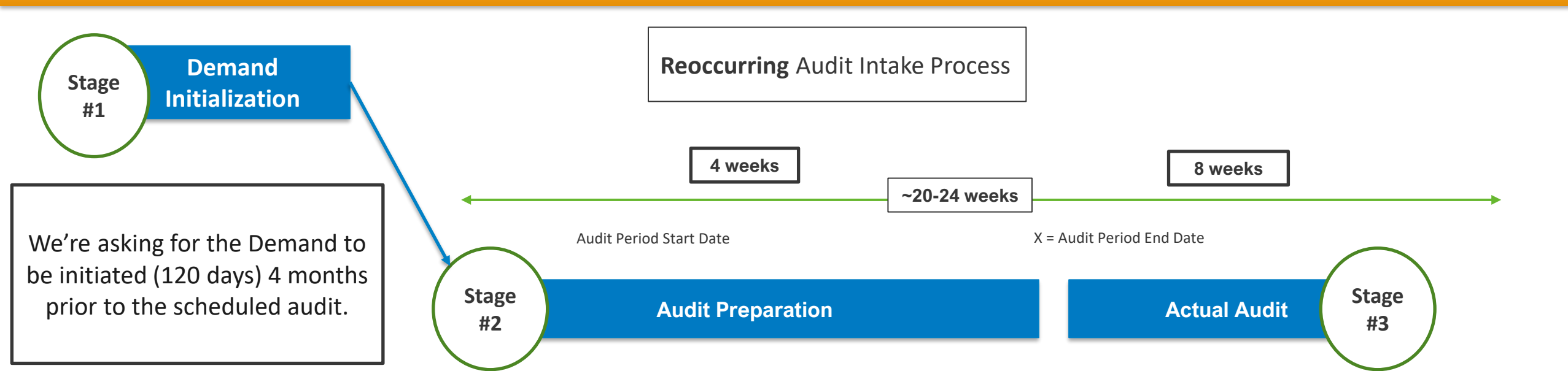
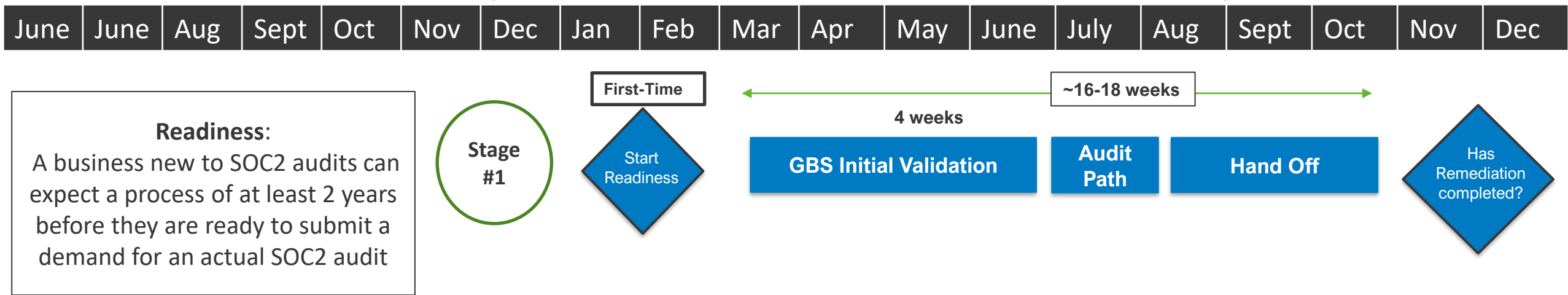


The New Process

The Solution & Benefits

Audit Intake Timeline

For SOC audit requests, here is the high-level process and timeline for activities from intake to report generation below



How can you help?

- Educate all management and boots-on-ground about the new process: this is an important initiative to ensure a seamless process
 - 4 months before your scheduled audit we want to start assisting you with preparation
- Socialize the upcoming audit dates to include the New Demand timeline for initializing an audit
- Always feel free to reach out to us with any questions or concerns



Sample ILT

What GBS C&A Requirement

*The WK division, business unit, or product requesting WK GBS C&A Team's support should formally communicate to management any **GBS audit / readiness / review / assessment involvement**.*

As engagement statement of works are finalized, the engagement is added to the Audit Universe managed by WK GBS C&A team.

Audit Intake Process Guidelines

Full Scope



Sample ILT

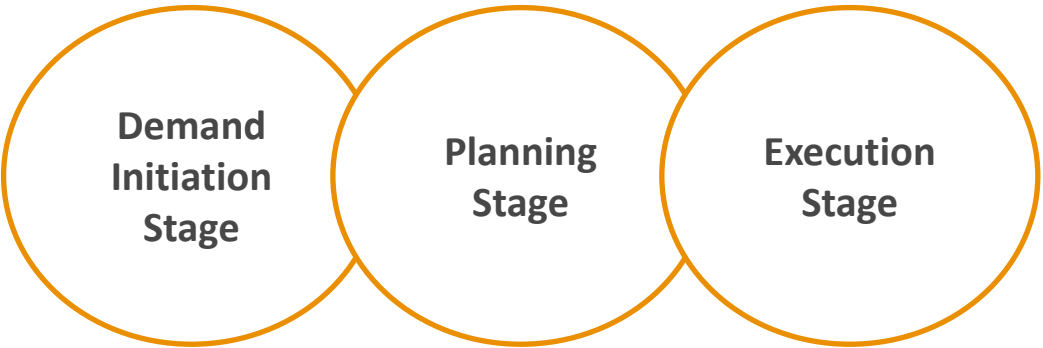


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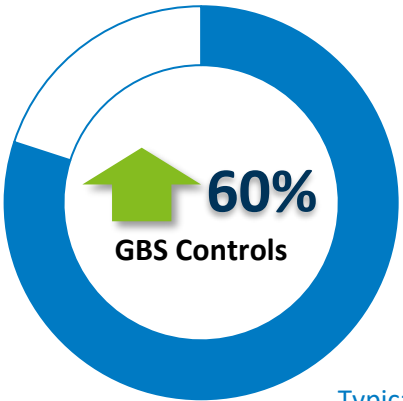


Sample ILT

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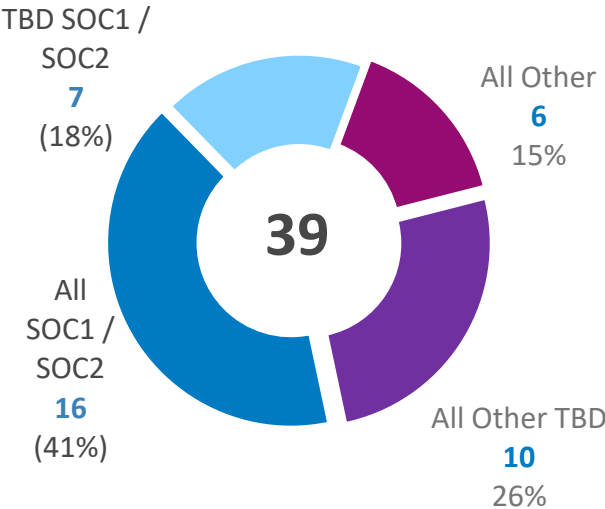
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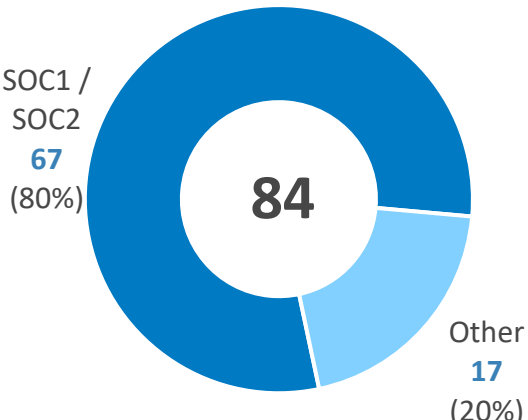


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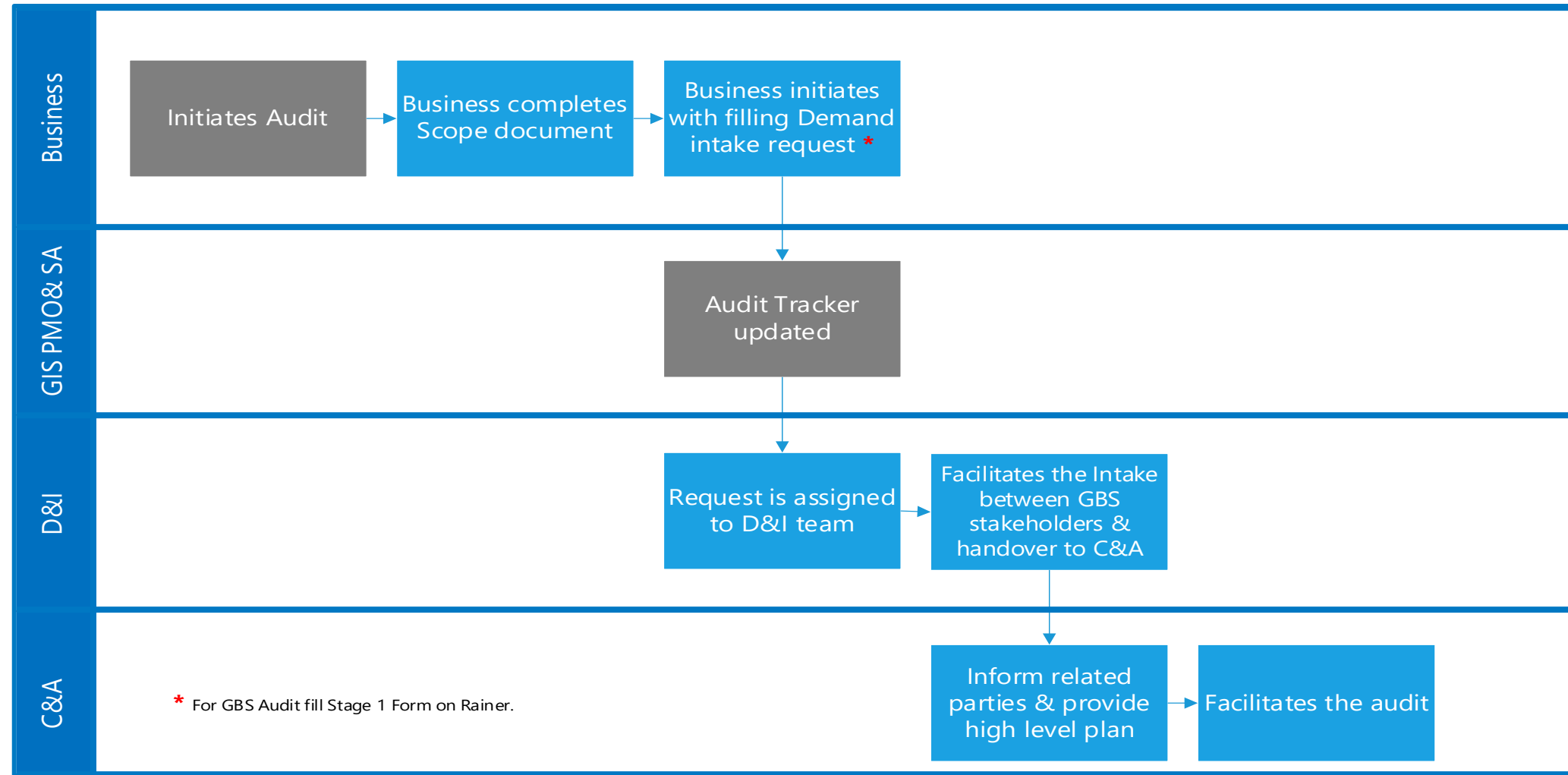
Number of Audit Periods



SOC2/SOC1 & Other Audits



Process Overview: High Level Intake Flow



What is an Audit?

A formal examination of an organization's or individual's accounts or financial situation.

The complexity of an audit:

People

The more people involved the more complex.

- Control Owners
- Control Specialists
- Audit PM / Audit Managers

Process

Identification of controls and evidence gathering.

- Global Controls
- Common Controls
- Local Controls

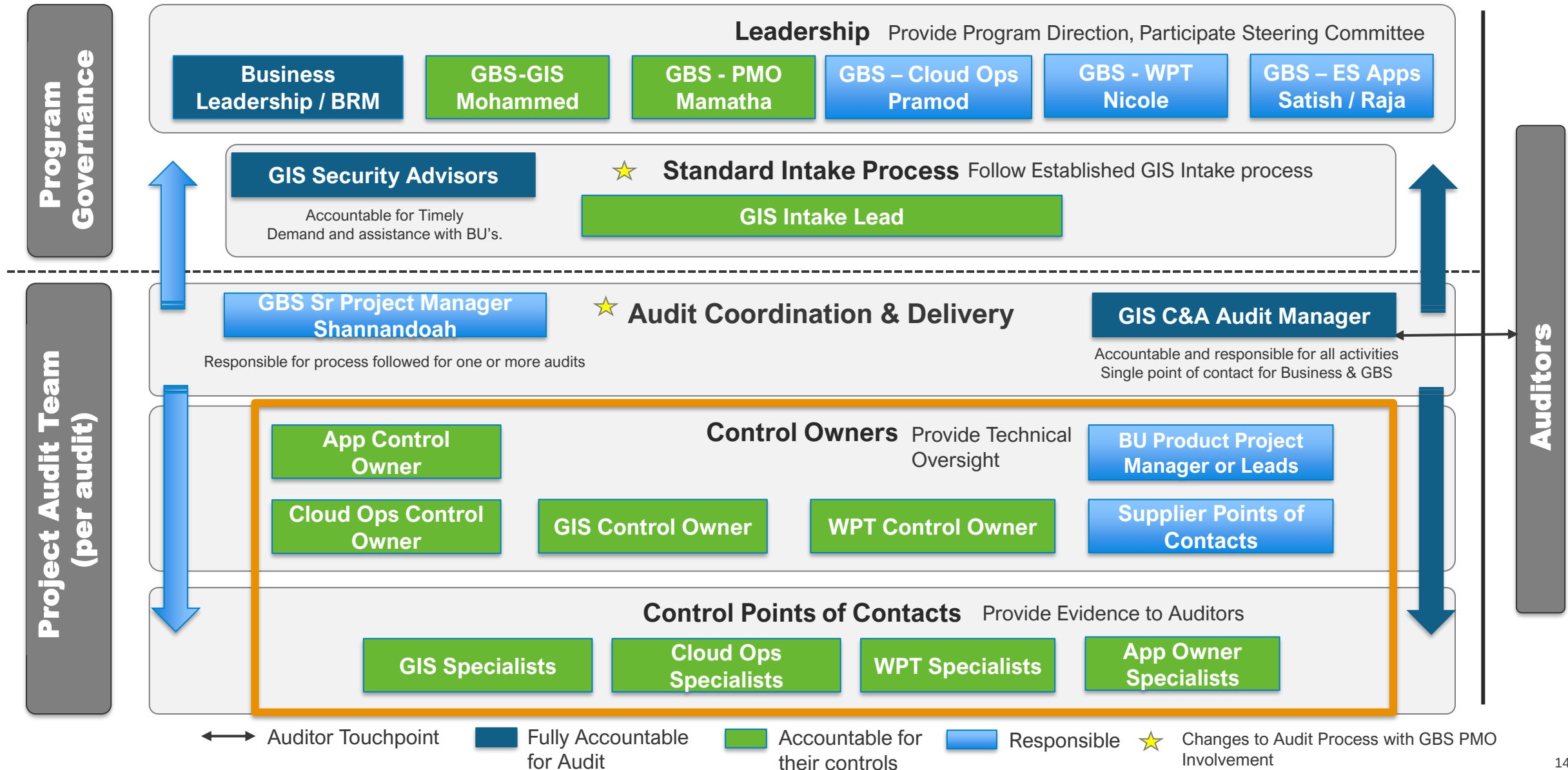
Technology

Infrastructure, HR, Legal, Security, Privacy, Networks, etc.

- Technology,
- Application Platforms
- Hosting Vendors

SOC Audit To-Be Organization Setup

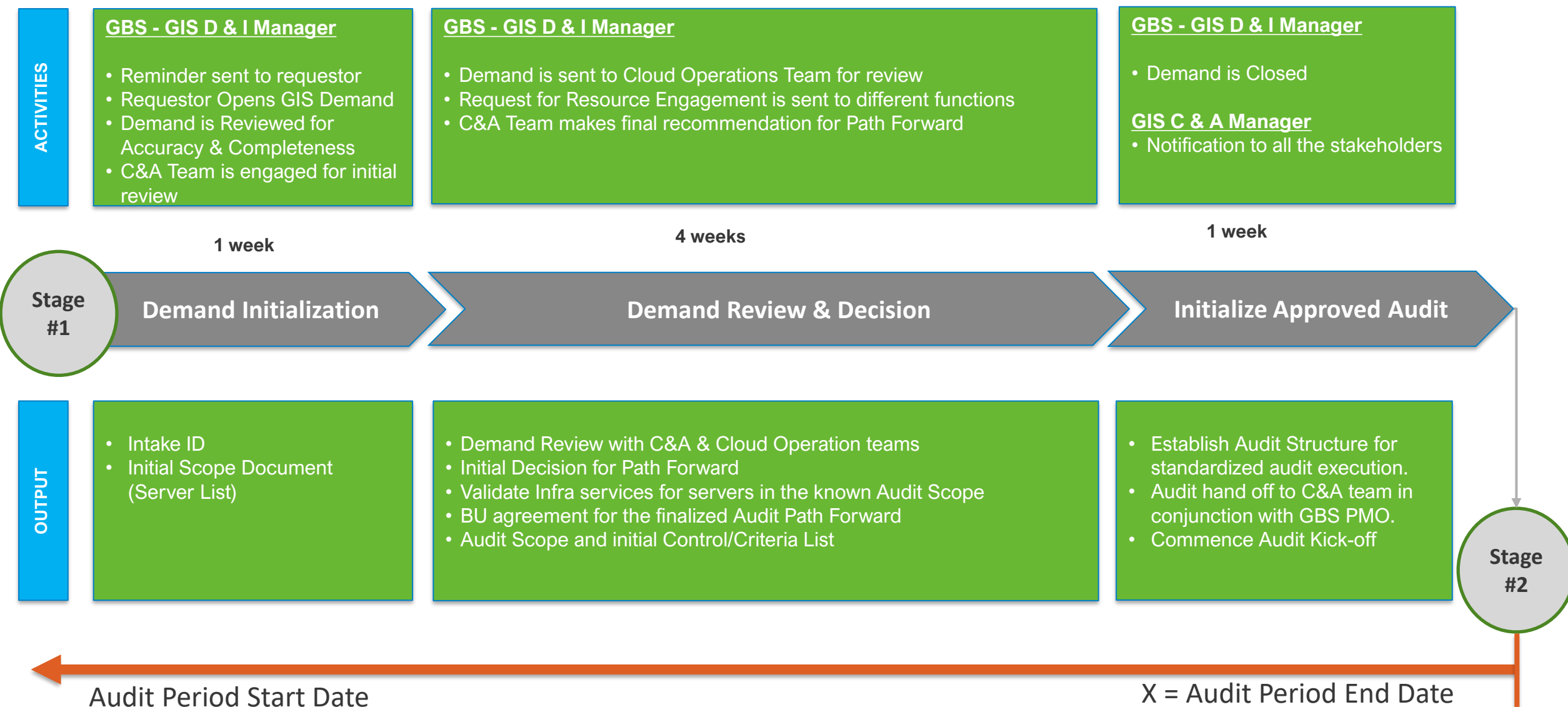
Here are the typical key stakeholders involved in an audit process. As demand increases, project team should be scaled up.



The New Process

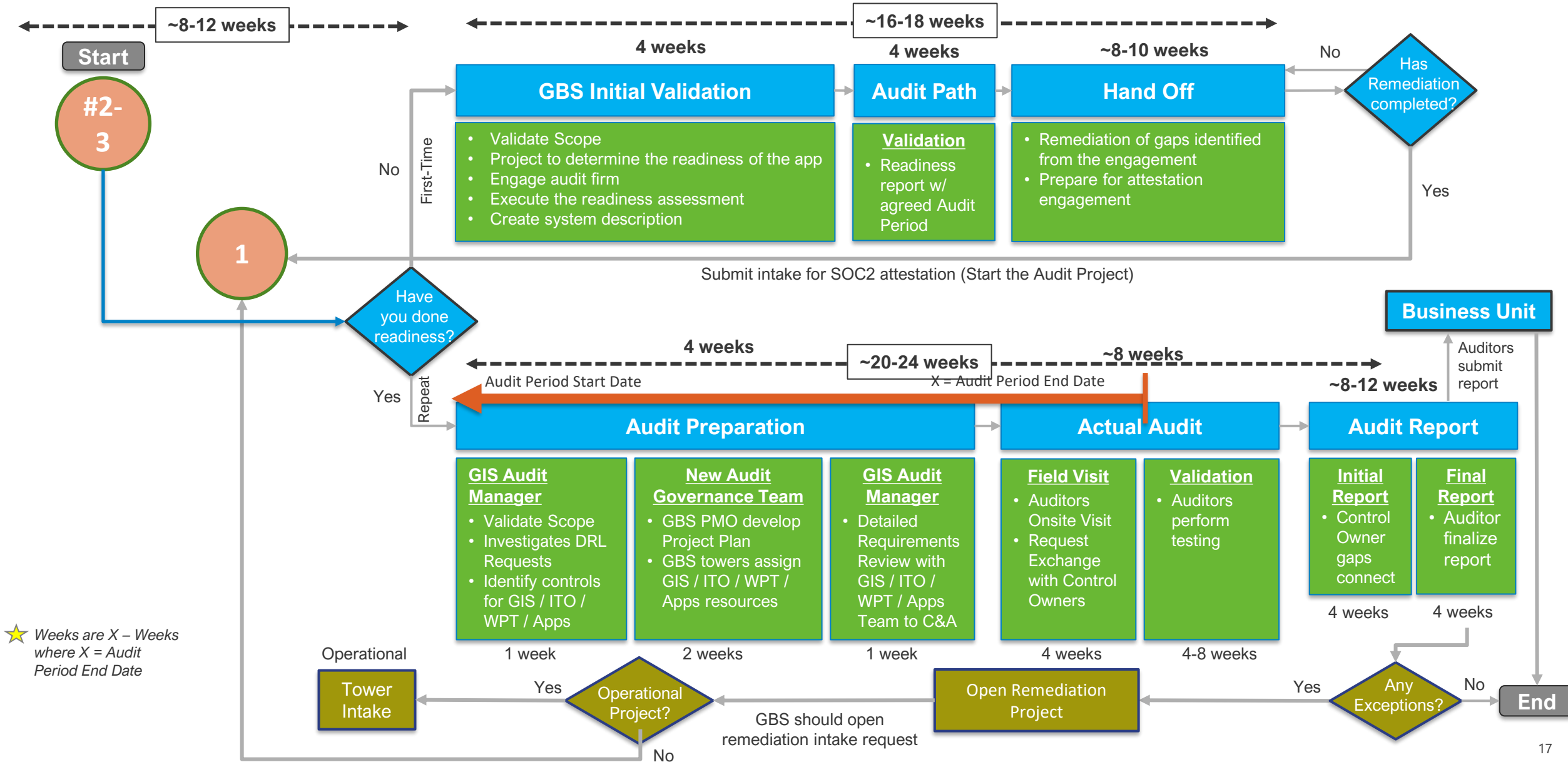
The Solution & Benefits

Audit Intake Timeline



Post Handoff to C&A - High-Level “Project Intake” to “Audit Report” Process

For SOC audit requests, here is the high-level process and timeline for activities from intake to report generation below



Audit Intake Process Flow

New Audit

[Link to raise GIS Demand](#)

1. BU / product owner to work with SA to check key infrastructure services are available for audit. If No, reach out to cloud operations team for next steps.
2. Scoping Document to be completed by BU / Product team for the planned attestation and uploaded with the Audit request
3. Audit request initiated to GIS D&I no less than 120 days prior to proposed audit period end date
4. WK Audit Tracker gets updated
5. Project to be transferred to GIS C&A after BU confirmation that corresponding controls are implemented
6. GIS C&A initializes the approved audit



Audit Intake Process Flow

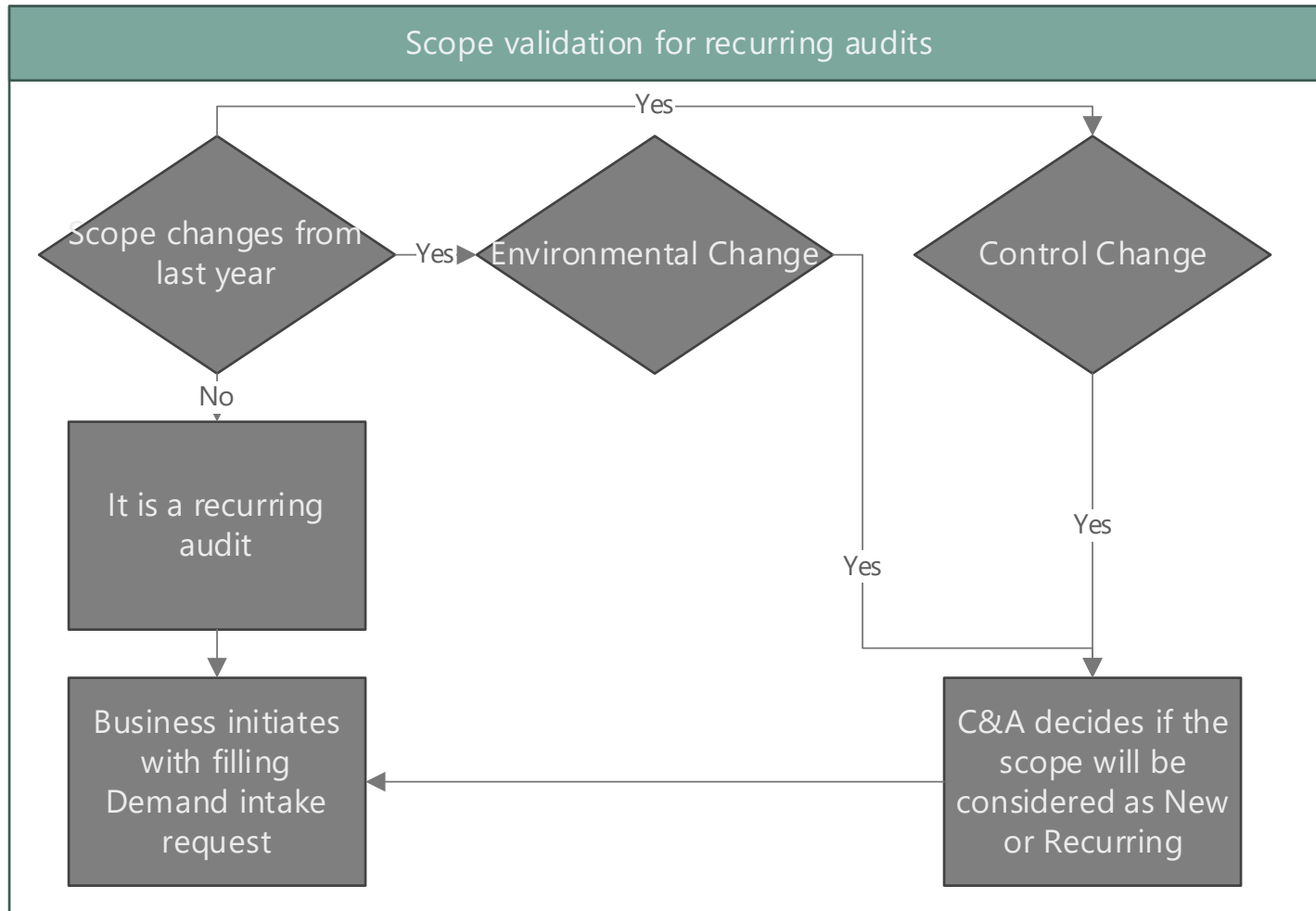
Recurring Audit

[Link to raise GIS Demand](#)

1. GBS PMO will send notification to BU / Product team to open request in GIS D&I to commence audit. This notification will be sent no later than 120 days prior to proposed audit period end date
2. Audit request initiated to GIS D&I no less than 120 days prior to proposed audit period end date
3. Scoping Document to be completed by BU / Product team for the planned attestation
4. Scoping Document will be validated by GIS C&A to check recurring audit qualifications
5. WK Audit Tracker gets updated
6. Project to be transferred to GIS C&A after BU confirmation that corresponding controls are implemented
7. GIS C&A initializes the approved audit



Recurring Audit Guidance

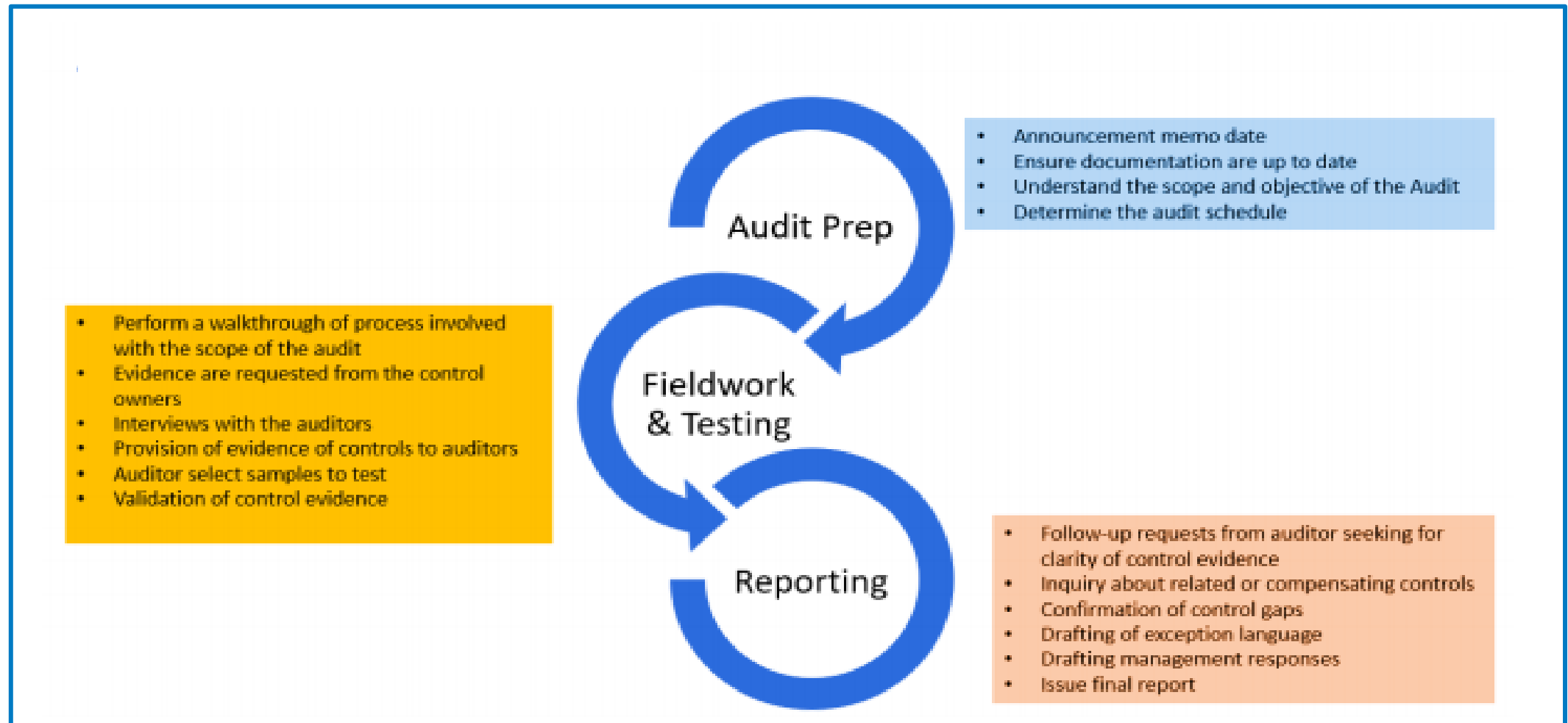


Recurring Audit Guidance

1. No changes from the last audit.
2. If there are Environmental & Control changes from prior year – Scope Validation will be done.
3. Audit with Increased / Decreased control changes from prior year – Scope Validation will be done.
4. C&A will confirm if the scope qualifies for a Recurring audit in case of changes based on 2&3.



Audit Engagement Life Cycle



The Benefits

Benefits

- GBS holds 60% of controls for companies
- You are fully aware of timelines and budget
- Resources properly allocated to ensure your prepared:
 - GBS C&A availability and support throughout the entire demand initiation, prep, and auditing stage
- Our support & Business Impact: Higher probability of successful audit

SOC2 Audit Type Cost Breakup

PRODUCT	Estimated Cost breakup			
	Audit Type	Readiness	Type 1	Type 2
	GBS Resource Cost (ITO, GIS, WPT)	\$80,499	\$60,570	\$160,215
	Non GBS (Corp, BU)	\$34,164	\$25,623	\$68,328
	Total	\$114,663	\$86,193	\$228,543
Criteria - Security, Availability, Confidentiality.				

GBS	Estimated Cost breakup			
	Audit Type	Readiness	Type 1	Type 2
	GBS Resource Cost (ITO, GIS, WPT)	\$131,157	\$101,147	\$251,199
	AUDIT Firm Cost (GBS)	\$60,000	\$110,000	\$241,890
	Non GBS (Corp, BU)	\$13,338	\$10,004	\$26,676
	Total	\$204,495	\$221,150	\$519,765
Criteria - Security, Availability, Confidentiality.				



Sample ILT

** Estimation based on ALL controls within the criteria. **ALL costs will vary based on respective Audit Scope.

Cost and Estimation Model – Audit Scope & Criteria

Audit Scope

- Readiness (Small) – 4 hrs. per Control
- Type 1 (Medium) – 3 hrs. per Control
- Type 2 (Large) – 8 hrs. per Control

Criteria for Products

Estimation Input Sheet – Product				
Trust Service Criteria (TSC)	Criteria	Total Number of Controls	Total Global Common Controls	Total Local Controls
Security	120	180	18	162
Availability	20	30	3	27
Confidentiality	6	9	1	8
Process Integrity	35	53	5	47
Privacy	88	132	13	119
Total	269	404	40	363

NOT often
exercised
in Audits

Criteria for GBS

Estimation Input Sheet - GBS Audits e.g. CMS				
Trust Service Criteria (TSC)	Criteria	Total Number of Controls	Total Global Common Controls	Total Local Controls
Security	162	243	24	219
Availability	9	14	1	12
Confidentiality	Not In Scope	Not In Scope	Not In Scope	Not In Scope
Process Integrity	Not In Scope	Not In Scope	Not In Scope	Not In Scope
Privacy	Not In Scope	Not In Scope	Not In Scope	Not In Scope
Total	171	257	26	231



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