

Prepared by: _____
 Date: _____
 Reviewed by: _____
 Date: _____

DEPARTMENTAL PERFORMANCE MEASUREMENT INTERNAL CONTROL QUESTIONNAIRE

This audit could be compressed to form part of a departmental review.

Question	Yes	No	N/A	Comments
Performance Measures <ul style="list-style-type: none"> • Does the department have a business plan? • Is this cross-referenced back to the corporate plan? • How is performance against the plan measured? • Are key performance measures established? 				
Performance Against Targets <ul style="list-style-type: none"> • Are reports detailing actual performance against targets generated regularly? • Are these performance reports analyzed? • What is done with this information? 				
Use of Information <ul style="list-style-type: none"> • How is information generated used? • What action is taken as a result? • Is there any kind of follow up to ensure continuous progress? • How is this information fed into the following year's business plan? • Are links established between corporate objectives, performance targets and staff performance? 				