

STAFF UTILIZATION INTERNAL CONTROL QUESTIONNAIRE

This audit could be undertaken in conjunction with an audit on the use of contract and agency staff and linked into reviews of space management.

Question	Yes	No	N/A	Comments
Business Plans <ul style="list-style-type: none"> • Have organization and departmental business plans been produced which show the needs of the organization/client? • Who has approved these plans? • Have all staff signed contracts which state their stipulated hours? 				
Analysis of Needs <ul style="list-style-type: none"> • Are contract hours for each project/assignment identified? • Does each member of staff receive a document stating their planned work commitments during the next year? 				
Gap Analysis <ul style="list-style-type: none"> • Is an analysis undertaken of agreed contracted hours against planned usage? • Who receives/reviews this? • Is action taken to reassign spare capacity to other projects/assignments where appropriate? • What action is taken where surplus capacity exists? 				
Future Demands <ul style="list-style-type: none"> • What action is taken in advance for the next year of future client/customer needs? • How is this aligned to proposals to amend the staff plan? 				
Management Information <ul style="list-style-type: none"> • What information is produced for management? • How often is this produced? 				

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

Contributed by Kastuv Ray, 2nd October 2003.

kastuv@kastuv.fsnet.co.uk