

WEST DUNBARTONSHIRE COUNCIL

Report by Director of Corporate Services

Audit and Performance Review Committee - 8 March 2006

Subject: Progress report for the development of the TeamMate Electronic Working Papers Package

1. Purpose

- 1.1** The purpose of this report is to advise Members of the progress being made in the development of the TeamMate Electronic Working Papers Package by Internal Audit.

2. Background

- 2.1** TeamMate is a powerful electronic work paper package marketed by PricewaterhouseCoopers (PWC), Chartered Accountants. It is designed to provide benefits in the audit documentation process and is used by over 40,000 auditors from more than 1,000 organisations worldwide.
- 2.2** TeamMate provides the opportunity to increase the efficiency and productivity of the entire audit process including risk assessment, scheduling of work, preparation, review, report generation and issue tracking. The use of TeamMate is intended to allow resources to be focussed more on the areas which add value to the service being provided.

3. Main Issues

Development

- 3.1** Internal Audit purchased TeamMate in July 2005 and the project was started in October 2005. A Project Team comprising three members of the Internal Audit Section has been assigned to the project for two days per week. Technical support is being provided by Information Services and a Project Board is convened on a regular basis. Two days of training are provided by PWC, otherwise there is no on site consultancy, with reliance being placed on the documentation provided and a user community website.
- 3.2** The development of other TeamMate modules will take place as part of an additional project in due course.

Progress

- 3.3** A Project Board has been set up to monitor the project. A Project Plan has been prepared, the latest version of which shows that 84 tasks out of 158 have been completed.
- 3.4** The project is progressing well and a live implementation is scheduled for May 2006.

Project Demonstration

- 3.5 Members may wish to take up the opportunity of attending a demonstration of TeamMate once the project has reached live implementation. This could be combined with a demonstration of other recent system developments within Finance Services, e.g. Agresso (FMIS) and DIP & Workflow.

4. Personnel Issues

- 4.1 There are no personnel issues to report.

5. Financial Implications

- 5.1 It is anticipated that the overall cost of this project, i.e. software licences, dedicated Server and peripheral equipment will be around £30K. The cost of this project has been accommodated within the departmental budget provision.

6. Conclusions

- 6.1 The development of TeamMate within Internal Audit is expected to add value to the service being provided.

7. Recommendations

- 7.1 Members are asked to note the progress being made in the development of the TeamMate Electronic Working Papers Package.



Gerry McNerney
Director of Corporate Services

Person to Contact: Colin McDougall, Section Head (Internal Audit),
Room 13, Council Offices, Garshake Road, Dumbarton
Telephone (01389-737836)
Email: colin.mcdougall@west-dunbarton.gov.uk

Background Papers: Project Documentation

Wards Affected: All