No. 16

Internal Audit Action Tracker

Give every audit and inspection finding an owner, a deadline and an independent check — and show leadership what is overdue before the next audit.

Built for: Controllers, general managers, compliance and operations leaders.

What is included

File	Format	Use
Audit-Action-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
Audit-Action-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
Internal-Audit-Action-Tracker.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
internal-audit-action-tracker-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **Audit-Action-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **Internal-Audit-Action-Tracker.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

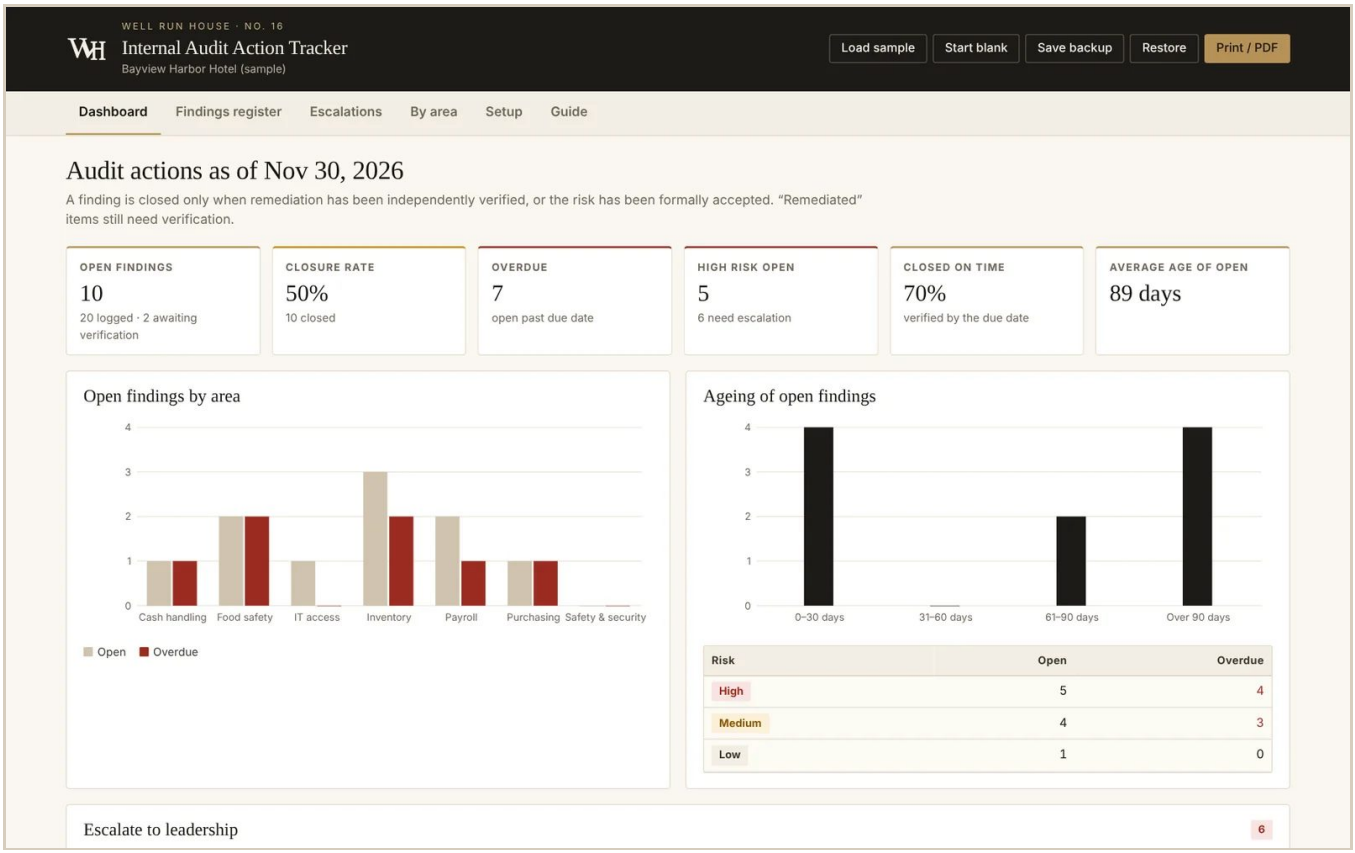
Operating routine

1. **Document the finding and evidence** the day it is raised, with a risk rating.
2. **Assign an owner and deadline** the owner has agreed to.
3. **Review open items weekly**; mark Remediated only with evidence.
4. **Verify remediation independently** — the verifier should not be the owner.
5. **Escalate overdue high-risk findings** to leadership each month.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

Internal Audit Action Tracker

Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Audit dashboard

