



UNIVERSITY AUDIT AND COMPLIANCE

Consulting FAQs:

When should I request consulting services from UAC?

Consider UAC services when you need advice or counsel. Whether you are assessing the efficiency and effectiveness of your operation, evaluating compliance with new or existing laws, rules, and regulations, or would like assistance in assessing risks and opportunities, UAC will work with you to determine what type of service will best meet your needs.

What happens during a consulting project?

In general, consulting projects will involve the following steps:

1. Understanding Client's Needs

We will meet or speak with you to gain an understanding of your needs and reach an understanding of the scope and limitations of our work and the responsibilities of all parties involved.

2. Performance of Work

UAC will perform work on the engagement based on the defined scope and objectives of the project. This work may include surveys, benchmarking against industry standards and university goals, interview of key employees, and additional forms of analysis.

Throughout the project, regular briefings are provided to the client on significant issues and overall project status.

3. Work Product

The work product that results from a consulting engagement will vary depending on the objective and scope of the project. It may vary from verbal advice, an email communication, a written memorandum or report, to development of educational and training materials. When a written memorandum or report is provided, the client will be presented with a draft to obtain feedback and comment prior to issuing a final version. Final memoranda and reports are provided to the client, the responsible Dean and Vice President, the Executive Vice President, and other university offices, as appropriate.

4. Post Project Review

Once a project is complete, UAC will schedule a follow-up with the client to determine status and answer any additional questions. These follow-up activities typically occur every six months until all open issues are resolved.

How do I request services?

You may contact UAC (813-974-2705), to request services. We will endeavor to assist you whenever possible.