



Name of the Organization: Internal Audit Foundation
Project Title: Internal Audit Foundation Automated Grant Management
Project Time-frame: August 2018

Prepared by: Thama Andre, Membership Engagement Assistant

Attached Documentation: How OpenWater Works (PDF);

<https://www.capterra.com/p/140294/OpenWater-Awards/>

Project Contacts:

Thama Andre

Membership Engagement Assistant

Internal Audit Foundation Grant Administrator

Tel: +1-407-937-1310

Thama.Andre@theiia.org

Project Summary: This proposal focuses on the Internal Audit Foundation the Internal Auditing Education Partnership (IAEP) universities grant applications and process that the Internal Audit Foundation (IAF) grant administrator manages. The purpose of this proposal is to provide a program in which will assist in minimizing the IAF grant administrators time spent on the grant process and increase productivity in other areas of the IAF and The Institute of Internal Auditors (The IIA).

1.) Project Background

The IAF grant administrator spends approximately over 215 hours on processing the IAEP grants during a time frame of approximately four (4) to six (6) months for each grant cycle. After reducing the grant cycle from bi-annually (April 1 and October 1) to annually (October 1) in 2017, the administrator productivity has increased to over 40% with the reduction of the cycles. With the increase in productivity in the calendar year for the administrator, the administrator is seeking to improve the time management with executing the grants by proposing utilizing OpenWater as an option as The Institute of Internal Auditors is currently using the program within the company.

2.) Project Objectives

- Create an organized history of all IAEP grants from each university to produce reports for the IAF Board of Trustees
- Improve the grant administrator productivity within the Internal Audit Foundation
- Automate the grants to consolidate the workflow and reduce steps to the process for the grant administrator

Project Methodology

For the project objectives to be achieved, the grant administrator will be trained by OpenWater to build out the automated grant process. The automated grant process will be directed to the IAEP Coordinators, mainly Comprehensive and Center of Excellence level universities to provide information through the automated grant system. Currently, OpenWater is being utilized by The IIA and is connected to NetForum, which allows IAEP Coordinators who are registered with The IIA to sign on to the website using their IIA username and password. This system will provide a resolution to communication and ease of access for the IAF Board of Trustees and the IAEP Coordinators. Once compiled, the program will be able to generate reports to provide Key Performance Indicators (KPIs) of the grant program.

Global Headquarters

1035 Greenwood Blvd, Suite 401

Lake Mary, FL 32746 USA

T: +1-407-937-1100

F: +1-407-937-1101

www.theiia.org/research

1.) The Project Approach Summary

To build the program, the grant administrator will work with OpenWater team to be trained on the program, the process, and building of the applications and process. Once trained, the grant administrator will be able to create a training Standard Operational Procedure manual for the grant process to ensure those who will have access to the system can utilize the program with ease.

2.) Project Deliverables

Please review the PDF document called "How OpenWater Works".

2.) Project Costs

The fees for the OpenWater automated grant process is broken down below:

OpenWater Pricing Option #1 - Pay Per Program

Full Setup Per Program (15 hours estimated): \$2250

Each Additional Programs: \$1000

Each Additional Supported Administrator: \$2000

OpenWater Pricing Option #2 - Unlimited Program Hosting

Upgrade to Unlimited License: \$4000

Each Additional Supported Administrator: \$2000

Full Setup Per Program (15 hours estimated): \$2250