“Scrap & Rebuild” Internal Audit Worksheet

Introduction

This “Scrap & Rebuild” Internal Audit Worksheet empowers your team to critically evaluate current member engagement strategies, discard ineffective practices, and design fresh, impactful approaches.

How to Use This Worksheet

- Use the Scrap section to identify outdated or ineffective strategies.
- Use the Rebuild section to design new, member-focused approaches.
- Use the Action Planning section to turn ideas into concrete steps.
- Use the Risk Management section to identify and mitigate potential risks.

Section 1: Current State Analysis (Scrap)

List all existing engagement strategies, channels, and methods currently in use.
- Rate each strategy on a scale of 1-5 for impact and member satisfaction.

- Key Questions:
  1. What engagement methods are outdated or ineffective?
  2. Which strategies are underperforming?
  3. What member feedback suggests dissatisfaction?

Current Strategies and Channels:

1. 1. _____ | Rating: _____
2. 2. _____ | Rating: _____
3. 3. _____ | Rating: _____

Section 2: Rebuild Vision (Designing the Future)

- Define the needs and expectations of your future members.
- Ensure new strategies align with your association's core values.
- Brainstorm new engagement methods, digital tools, and communication channels.
- Strategic Priorities: Highlight 3-5 key strategies to replace outdated methods.

Future Member Needs:

1. _____
2. _____
3. _____

Key Strategies to Replace Outdated Methods:

1. _____
2. _____
3. _____

Section 3: Action Planning

- Clear, actionable steps to implement new strategies.
- Assign responsibilities to team members.
- Define clear deadlines for each action step.
- Success Metrics: How will you measure success?

Action Steps:

1. _____ | **Responsibility:** _____ | **Deadline:** _____
2. _____ | **Responsibility:** _____ | **Deadline:** _____

Section 4: Risk Management

- Identify potential risks with new strategies.
- Mitigation Plan: How will you prevent or minimise these risks?
- Contingency Planning: What will you do if these risks occur?

Potential Risks:

1. _____
2. _____

Mitigation Plan:

1. _____
2. _____

Contingency Plan:

1. _____
2. _____