

# Dependent Eligibility Audit

## Sample Timeline

This is an example of a timeline proposed for each stage in the process.

Phases of Audit	June				July				August				
	6/8	6/15	6/22	6/29	7/6	7/13	7/20	7/27	8/3	8/10	8/17	8/24	8/31
<b>Planning</b>													
Establish expectations													
Complete detailed Project Plan													
Complete employee communications pieces and letters													
<b>Audit</b>													
Announce and explain program to employees													
Audit verification period													
Send reminder notice to employees													
Unpublished period to finalize audit & confirm ineligible dependents													
<b>Reporting</b>													
Prepare audit results													
Review audit results													