

## Hiram Process Project

Students will work in groups to gain an understanding of a transaction process at Hiram College. The processes used for this project include bookstore sales, bookstore purchases, student club application and funding, and department p-card purchases and budgeting. Groups will interview the individuals responsible for all parts of the process and document their understanding of the process in a flowchart. I will work with each group individually to schedule interviews with appropriate campus staff and prepare possible questions to aid in the group's ability to gain an understanding of the process.

In addition to gaining an understanding of the process, groups must also identify weaknesses within the process (use course resources to guide in identifying weaknesses) AND make recommendations for control activities that Hiram can put in place to address each weakness. Groups should keep in mind that Hiram will NOT be implementing a new IT system as a result of this project.

The final deliverables for this project include: 1) a flowchart depicting the current Hiram process (prepared in Excel) and 2) a presentation (in power point) to be given on the last day of class. The presentation should include the flowchart as well as the identification of weaknesses and internal control recommendations. All students in the group must participate in the presentation.

Flowcharts and presentations will be graded based on the rubrics provided in the excel template in Moodle.