# Learning and Development Audit Checklist

You can customize this checklist according to the L&D areas you’re planning to audit and to include any extra steps or documentation you need to incorporate into the audit process.

## Preparation

* Auditors selected
* Timeline created
* Audit scope defined

## Documents

* Questionnaires/surveys
* Tracker set-up
* Completed report

## Audit Completed

* Processes
* Learning technology
* Learner personas/learning audience
* Data and analytics