



## Memorandum

**To:** Tracie Winbigler  
Executive Vice President and Chief Financial Officer

**From:** Jim Morrison *JM*  
Assistant Inspector General, Audits

**Date:** July 21, 2020

**Subject:** Engagement Memo— Audit of the Company’s Processes to Determine its Information Technology Needs (Project Code 013-2020)

We are initiating an audit of the company’s processes for determining its information technology (IT) requirements to meet its business needs. Our objective will be to assess how the company’s departments identify their IT needs and collaborate with the IT department to prioritize and meet them. During the audit, we plan to interview company personnel, analyze company documents and data, and assess relevant processes. We will also evaluate whether departments clearly defined IT requirements for select projects.

As we start this audit, please know that we are acutely aware of and sensitive to the impact that the coronavirus has had on us all, particularly the company’s business operations and its employees. We will work to minimize disruptions to the company by coordinating meetings with staff in advance. Given the current operating environment, we also leave it to your discretion who you would like to participate in an entrance conference so as to minimize disruptions to the executive leadership team and expedite our information gathering and request for company interviews and documents. Throughout the course of our audit, we will keep you advised of the status of our work and any material changes in our objective, should they occur.

We will perform our work in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I 2.1.3, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our Office of Audits.

Ashish Tendulkar will be the audit manager for this engagement and reports to Anne Keenaghan, Senior Director, Audits. If you have any questions, please contact me at [james.morrison@amtrakoig.gov](mailto:james.morrison@amtrakoig.gov); Eileen Larence, Deputy Assistant Inspector General, Audits, at [eileen.larence@amtrakoig.gov](mailto:eileen.larence@amtrakoig.gov); or Anne Keenaghan at [anne.keenaghan@amtrakoig.gov](mailto:anne.keenaghan@amtrakoig.gov).

cc: Stephen J. Gardner, Senior Executive Vice President, Chief Operating and Commercial Officer  
Eleanor D. Acheson, Executive Vice President, General Counsel & Corporate Secretary  
Roger Harris, Executive Vice President, Chief Marketing and Revenue Officer  
Scot Naparstek, Executive Vice President, Chief Operations Officer  
Dennis Newman, Executive Vice President, Planning & Strategy  
Steve Predmore, Executive Vice President and Chief Safety Officer  
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