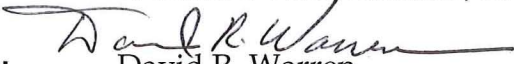




Memorandum

To: Gerald Sokol, Jr.
Executive Vice President/Chief Financial Officer

From: 
David R. Warren
Assistant Inspector General, Audits

Date: December 1, 2014

Subject: Engagement Memo – Best Practices for Establishing and Operating Project Management Office (Project code 006-2015)

We are starting an audit of the company's initiatives to implement a project management office within the Engineering department. The objective of our audit will be to review the extent to which best practices are being adopted into the project management office's structure, as well as operation policies and practices.

To accomplish our work we will review documents related to the office's structure, funding, goals, policies and procedures. Requests for documents will be made as our work progresses. We will also interview company personnel. We will work to minimize any impact by coordinating interviews and observations with staff in advance.

Our work will be performed in accordance with Generally Accepted Government Auditing Standards. Our interactions with the company will be consistent with P/I 2.1.3 that sets forth the relationship between our office and the company. In particular,

section 7.0 discusses coordination between Amtrak officials and our office of audits and evaluations. To view this policy see:

<http://wiki.corp.nrpc/download/attachments/3586/OIG=Relationship+Policy+111101.pdf?version=1>

We request that your office arrange an entrance conference for us with the appropriate Amtrak officials at the earliest possible date. We will keep you informed as our work progresses and any material changes to our objectives.

J.J. Marzullo is the engagement's audit manager and report's to Michael Kennedy, Senior Director, Audits. If you have questions regarding this audit, please contact Michael Kennedy at (202) 906-4308 or by email at Michael.Kennedy@amtrakoig.gov, or me at (202) 906-4742 or by email at David.Warren@amtrakoig.gov.

cc:

DJ Stadtler, Executive Vice President, Chief Operations Officer
William Herrmann, Vice President and Managing Deputy General Counsel
Scot Naparstek, Acting Chief Engineer
Bernard Reynolds, Vice President, Procurement and Logistics
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