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# Digital Governance and Audit Trail Systems Course for Senior Leaders

1 – 5 March 2027  
Tokyo





## Digital Governance and Audit Trail Systems Course for Senior Leaders

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### Programme Summary

Digital governance and audit trail systems is the subject of this one-week training course for directors, governance heads and senior officials at a strategic level, ending in an accountability blueprint for one governance platform. Organisations now run decisions, approvals and records through software, yet who acted, on what authority and with what evidence is often unclear. The programme moves from governance principles, through platform and record design, to oversight and assurance, then to a worked blueprint. Mars Training Centre UK delivers this programme in digital governance and audit trail systems.

### The Business Case

When approvals, access rights and records sit in separate tools, accountability gaps stay hidden until an incident, a complaint or an audit exposes them. Leaders who define what must be recorded, by whom and for how long can answer questions about decisions with evidence rather than recollection.

- Accountability Gaps: Narrow as decisions, approvers and evidence are linked in a single record.
- Audit Effort: Falls as records are complete, searchable and held under agreed rules.
- Platform Risk: Reduces as selection, access and change decisions follow a documented governance route.

### Principles and Evidence Base

- OECD Recommendation on Digital Government Strategies: Its principles of openness, transparency and a data-driven public sector shape Sessions 1 and 2.
- COBIT 2019: Its approach to governance and management of enterprise IT, used with IT audit and assurance, guides Sessions 3 and 4.
- ISO/IEC 38500: Its principles for governing the use of IT by senior leaders structure the accountability map in Session 1.

### Intended Participants

- Directors who answer for how digital systems record decisions and approvals.
- Governance and compliance leaders who specify what a platform must evidence.
- Chief information and data officers who own the systems that hold records.
- Senior officials who sponsor governance platforms and report on their use.

The programme serves government bodies, financial institutions, utilities and healthcare organisations.



## Learning Outcomes

1. Participants will be able to evaluate an organisation's digital governance arrangements against the OECD, COBIT 2019 and ISO/IEC 38500 principles.
2. Participants will be able to construct an accountability map linking each decision type to an owner, an authority and a record.
3. Participants will be able to diagnose weaknesses in audit trail coverage, retention and access to records.
4. Participants will be able to appraise governance platform options against stated requirements and risks.
5. Participants will be able to justify an oversight and assurance plan that tests digital records at agreed intervals.
6. Participants will be able to prioritise the actions in an accountability blueprint for one governance platform.

## Programme Structure

### Day 1: Principles of Digital Governance

Who is accountable when a decision is taken inside a system?

- OECD Digital Government Principles Review
- ISO/IEC 38500 Governance Principles
- Decision Rights and Ownership Map
- Accountability Gap Inventory
- Board Reporting Expectations Note

### Day 2: Audit Trail Requirements

What must a record show for a decision to be traced?

- Audit Trail Content Specification
- Record Retention and Disposal Schedule
- Access Rights and Privilege Review
- Evidence Integrity Checklist
- Data Ownership Register

### Day 3: Governance Platform Selection and Design

How are platform needs turned into requirements that can be tested?

- COBIT 2019 Governance Objectives Mapping
- Platform Requirements Matrix
- Vendor and Third-Party Risk Screen
- Change and Release Approval Route
- Integration and Data Flow Diagram



## Day 4: Oversight, Assurance and Reporting

How does a leader know that the records can be relied on?

- IT Audit and Assurance Alignment
- Control Testing Sample Plan
- Exception and Escalation Log
- Accountability Dashboard Design
- Incident Review Protocol

## Day 5: Applying Digital Governance and Audit Trail Systems to One Platform

Is the accountability blueprint ready for an executive to adopt?

- Applying the Session 1 Decision Rights Map to the Chosen Platform
- Testing the Session 2 Audit Trail Specification Against Sample Records
- Matching the Session 3 Requirements Matrix to Risks Found
- Checking the Session 4 Assurance Plan for Gaps
- Completing the Accountability Blueprint

## Methodology

The programme is built around case analysis. Participants work in small governance committees, taking the roles of sponsor, platform owner and assurance lead, and test anonymised records and approval flows drawn from public bodies and financial institutions as a reviewing director would.

- Suggested activity: Tracing one contested decision through its approvals to see where evidence is missing.
- Suggested activity: Rewriting a platform requirement so that an auditor could test it.
- Suggested activity: Reviewing an access report to list rights that no role justifies.

## Capstone Output

Each participant completes an accountability blueprint for one governance platform. It holds a decision rights map, an audit trail specification, a requirements matrix, an assurance plan and an action list. The blueprint is used to brief the executive sponsor and guide the next platform review or procurement decision.



## Frequently Asked Questions

### **Is digital governance and audit trail systems suitable for leaders who are not technology specialists?**

Yes. Digital governance and audit trail systems is set at strategic level and assumes you read governance and audit reports, not that you configure software.

### **Which standards does digital governance and audit trail systems rest on in this training?**

Digital governance and audit trail systems rests on the OECD Recommendation on Digital Government Strategies, COBIT 2019 and ISO/IEC 38500, applied to records and oversight.

### **How is the blueprint from digital governance and audit trail systems used at work?**

You use the blueprint to brief the executive sponsor, specify records for a platform, set assurance checks and decide which accountability gaps to close first.

### **How does digital governance and audit trail systems differ from a programme on cybersecurity management?**

Digital governance and audit trail systems centres on who is accountable and what evidence exists, while a cybersecurity programme centres on defending systems against attack.