

Investigation Plan

TEMPLATE

Use this document to plan your investigation. If changes to the information in the plan occur during the course of your investigation, they can be recorded in the notes section on each page.

INVESTIGATION PLAN TEMPLATE

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KEEP TRACK

Log intake, investigator assignment and dates related to your investigation.

PAGE: 3

PLAN

Organize your investigation interview appointments.

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ORGANIZING

Forecast your budget, schedule and unforeseen costs.

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INVESTIGATION OVERVIEW

INVOLVED PARTIES

Complainant(s):

[Redacted area for Complainant(s)]

Alleged wrongdoer(s):

[Redacted area for Alleged wrongdoer(s)]

Witnesses:

[Redacted area for Witnesses]

Other involved parties or agencies:

[Redacted area for Other involved parties or agencies]

NOTES:

[Lined area for notes]



TIP:

Use your words carefully when referring to those involved in the complaint. Avoid words such as “victim” and “accused” as they can appear to lead to a particular conclusion. Stick with neutral language.

INVESTIGATION STEPS

DOCUMENT MANAGEMENT

Where will documents be stored:

[Text input area]

How will documents be recorded:

[Text input area]

Who will have access to them:

[Text input area]

COMMUNICATION PLAN

Who will have access to case information:

[Text input area]

Who will have specified access to certain information:

[Text input area]

Who will not have access to case information:

[Text input area]

Will law enforcement be involved?

[Text input area]

NOTES:

[Lined notes area]



LEARN MORE >

Wondering whether to involve law enforcement? Read *When to Report Employee Misconduct to Police*

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As thought leaders in the investigations space, i-Sight publishes helpful eBooks, guides, cheat sheets and templates and offers free bi-monthly webinars on topics related to investigations, ethics and compliance and corporate security.

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