

Investigation Plan Template

Date:	Case Number:
Completed by:	Allegation:
Alleged perpetrator	Victim
Date assigned	Date due:

Summary of Allegations (include how and when the allegation was received and by whom, what has been alleged against whom)

Applicable legal norms (identify the rules, regulations and standards of conduct that may have been violated by the alleged misconduct).

Summary of Management/ Committee Decision to Investigate (include rationale for proceeding with investigation, terms of investigation, protection concerns identified by committee)

Alleged Incident

	Information Known	
	Yes	No
Type of abuse or exploitation		
Number of alleged incidents		
Single or multiple alleged perpetrator		
Single or multiple survivors		
Relationship between alleged perpetrator(s) and survivor(s)		
Degree of violence / aggression used		
Form of coercion		

Response to Allegation

Complainant has received written confirmation of complaint receipt/investigation	Yes	No	Unknown
Survivor needs have been assessed			
Survivor has been offered support / referral for identified needs			
Survivor / witnesses are currently in a safe place			
Confidentiality of investigation has been maintained			

Work Plan steps and timelines

a. Facts to be established to substantiate or refute allegations

The following facts need to be established to substantiate or refute the allegations:

Alleged breach	Relevant policy / rule violated	Elements to be proven	Available evidence	Additional evidence needed

b. Proposed Interviews

No.	Name/Position	Status (alleged perpetrator, witness, victim, etc)	Contact Info (phone and e-mail)	Purpose of Interview / Reason for interviewing	Tentative date/availability	Any specific considerations / need for interpreter

c. Evidence / Records to be collected

Evidence to be	Justification	Means for	Considerations	Estimated
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collected		securing evidence	(risks, confidentiality)	timeline

Evidence can include

- *witness testimony (e.g. statement about what someone saw, heard, smelt, etc.)*
- *documentary evidence (e.g. forms, photographs, videotapes, computer files, text messages, screenshots)*
- *physical evidence (e.g. examinations of the site of the alleged abuse)*
- *expert evidence (authoritative opinions about whether something is likely to have occurred).*

4. Potential risks

a. Risks to the organization / investigation

Identify any risks to the Organization arising from the investigation and indicate any possible solutions to address those risks..This includes potential risks of evidence tampering

Type of risk	Explanation / solutions	High / Medium / Low

b. Risks to individuals

Identify any risks to individuals involved in the investigation, including investigators, staff, alleged perpetrator, witnesses. Include risks of witness intimidation.

Type of risk	Explanation / solutions	High / Medium / Low
		Medium
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c. Interim measures, including possible suspension

Discuss any need to request that the alleged perpetrator be suspended or if s/he has already been suspended.

5. Overall schedule and potential travel

6. Resources

Budget required