

Investigation Methodology Template

1. Introduction

Purpose: Briefly describe the reason for the investigation and its intended objectives.

Scope: Define the boundaries of the investigation, including what will and will not be covered.

2. Background

Provide an overview of the context and circumstances that led to the initiation of the investigation.

3. Methodology

- Planning:** Outline the steps for planning, such as initial meetings, defining roles, and establishing timelines.
- Data Collection:** Describe the processes for gathering information (e.g., interviews, document analysis, site visits).
- Data Analysis:** Detail the methods and tools used to analyze the collected data.
- Reporting:** Explain how findings will be documented and communicated.

4. Roles and Responsibilities

- Lead Investigator:** Responsible for overall management and oversight.
- Team Members:** Assist in data collection, analysis, and reporting.
- Advisors/Consultants:** Provide expertise as required.

5. Timeline

Present a high-level timeline or key milestones for the investigation.

6. Documentation and Evidence Handling

Describe procedures for preserving and managing records, ensuring chain of custody, and maintaining confidentiality.

7. Limitations and Assumptions

Identify potential limitations in the scope, data availability, or time frame, and clarify any assumptions made during the investigation.

8. Conclusion

Summarize the methodology and highlight key points for successful investigation execution.

Important Notes:

- Maintain objectivity and impartiality throughout the investigation.
- Accurate documentation is essential—record every step and finding.
- Respect confidentiality and privacy of individuals involved.

- Adjust the methodology to suit the nature and complexity of the case.
- Ensure compliance with relevant legal and organizational policies.