**INVESTIGATION PLAN**

**Date:** [DATE]

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| OVERVIEW |
| Investigation title: | **[Title]** |
| Description, Objectives and Scope: | [Describe the Investigation and its Scope] |
| Lead Investigator  | [Sexual Harassment Officer] |

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| BASIC INFORMATION |

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| Allegations: | [Describe the allegations] |
| Applicable Standards | * Preponderance of the Evidence
 |
| Bases of Harassment | * [LIST THE POTENTIAL BASES OF HARASSMENT]
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| CHRONOLOGY |

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| Case chronology: | * [Date]: [Event]
* [Date]: [Event]
* [Date]: [Event]
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| Evidence |

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| --- | --- |
| Documentary, andPhysical evidence: | * [Evidence Title] ([Source]) [Date]
* [Evidence Title] ([Source]) [Date]
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| Witnesses: | * [Name], [Title]
* [Name], [Title]
* [Name], [Title]
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| LOGISTICS |

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| Itinerary: | * [Date]: [Planned Event]
* [Date]: [Planned Event]
* [Date]: [Planned Event]
* [Date]: [Planned Event]
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| Notifications: | * [Date]: [Type of Notification] sent to [Name]
* [Date]: [Type of Notification] sent to [Name]
* [Date]: [Type of Notification] sent to [Name]
* [Date]: [Type of Notification] sent to [Name]
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| Deadlines: | * Complaint received [DATE]
* Investigative Report due [DATE]
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