**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, and Physical evidence: | * [Evidence Title] ([Source]) [Date] * [Evidence Title] ([Source]) [Date] |
| 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] |
| 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] |
| Deadlines: | * Complaint received [DATE] * Investigative Report due [DATE] |