

INVESTIGATION PLAN

To be completed by the person assigned to complete the investigation of the complaint. Completion of this document should begin prior to beginning any investigation.

Date:

Name of Complainant(s):

Name of Respondent(s):

Investigator Assigned:

I. Summary of Complaint

II. Notification of Parties

	Date Letter Sent	Date of Initial Meeting
Complainant(s):		
Respondent(s):		
Witness:		
Witness:		
Witness:		
First Nations, Inuit or Métis or MCMR Diversity Representative		

III. Interview Schedule

	Date and Time	Location
Complainant(s):		
Respondent(s):		
Witness:		
Witness:		
Witness:		

IV. Is Consultation required with First Nations, Inuit or Métis or MCMR Representative to verify cultural or religious needs or information?

{list key information}

V. Estimated Timeline for Completion of Investigation

The investigation should be completed by: _____

VI. Questions for Complainant(s)

{list key questions}

VII. Questions for Respondent(s)

{list key questions}

VIII. Questions for Witnesses

{list key questions}

IX. Relevant Documents

{list key documents}

X. Relevant Policies

{list applicable policies}

XI. List of Activities to be Performed

- Task: _____
- Person Responsible: _____
- Time Frame: _____

XII. Communication Plan

Who will have access to case information: _____

Who will **not** have access to case information: _____

Summary Report to be provided to: _____

XIII. Other Issues