

**INVESTIGATIVE PLANNING FORM**

**INVESTIGATION INFORMATION**

Investigator name:

Date investigation began:

**ENTITY INFORMATION**

Entity name:

**COMPLAINANT INFORMATION (if applicable)**

Name:

**INVESTIGATIVE BACKGROUND**

Summary of complaint:

Compliance and complaint history (if known).

**INVESTIGATIVE PLAN**

Order of interviews. Why? What information do they have or may have?

Documents and records to be gathered (including photos, diagrams, charts). Why? What information will or should they contain?

What to observe? Why? What do you expect to see or learn?