APPENDIX 3: INVESTIGATION PLANNING MATRIX

Name of Department / Service :						
Name of Designated Manager:						
Names of party(ies) subject to Investigation:						
Name of Investigating Officer:						
Allegation / Matter to be investigated: *(use specific wording from allegation)*						
Person to be Interviewed	**Status (eg witness, respondent, complainant)**	**Statement provided (Y/N)**	**Date**	**Time**	**Venue**	**Done**