**Investigation Plan and Timeline**

|  |  |
| --- | --- |
| **Entity and/or Topic** |  |

**Name, Title, Position of Interviewees Target Date Date Completed**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Documents Sought; Site Visits Date Requested Date Received/Attended**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Investigation Task Progress Chart and Completion Dates Target Actual**

|  |  |  |
| --- | --- | --- |
| Plan: Determine objectives, assign roles, create matrix, open file |  |  |
| Research entity’s, CGJA’s, and other websites and prior GJ reports |  |  |
| Interview complainant and the person in charge of dep’t/agency  |  |  |
| Complete initial round of interviews  |  |  |
| Review additional documents obtained from interviewees  |  |  |
| Conduct site visits; attend public meetings as appropriate  |  |  |
| Writers’ outline of report reviewed by committee and plenary |  |  |
| Plenary terminates investigation or OKs drafting report |  |  |
| Outline to legal advisor for legal input |  |  |
| Complete additional research, interviews, site visits |   |  |
| Write, review, edit and approve drafts of report |  |  |
| Editorial Committee reviews/edits drafts  |  |  |
| Plenary reviews draft and gives input  |  |  |
| Conduct additional investigation, revise draft as needed |  |  |
| Editorial Committee reviews revised draft |  |  |
| Early draft to legal advisor for initial review and input |  |  |
| Review input and revise report as needed; back to Ed Comm |  |  |
| Plenary reviews final draft, gives input; committee revises report  |  |  |
| Plenary approves submission to legal advisor for review |  |  |
| Conduct exit interview(s); investigate further as needed |  |  |
| Revise report and get legal input as needed |  |  |
| Plenary reviews/approves report and submits to judge |  |  |
| Deliver to entity; two working days later post on website/release to media |  |  |