**Report Logic Matrix**

This matrix form can help grand juries ensure that 1) their reports follow the progression from facts to findings to recommendations and 2) the facts are fully verified. This is a confidential internal document that should be used throughout each investigation. It should be kept in the investigation file. The investigating committee should add to it as information is gathered and verified.

**Using the matrix**:

* First, insert a very short version of each of the draft findings (usually identified problems) in the center column – adding more rows if there are more than four findings.
* Then insert, in just a word or two, the facts that support each finding in the box to the left. There will always be two or more facts for each finding. Insert the evidentiary sources for each fact (such as the name of a document or an interviewee). There will usually be three sources for each fact.

|  |
| --- |
| **Report Logic Matrix**  |
| **Facts and Sources** | **Findings** | **Recommendations** |
| **Fact:** **Fact:****Fact:**  | **Finding 1**:  | **Recommendation 1:** |
| **Fact:****Fact:****Fact:** | **Finding 2:** **Finding 3:** | **Recommendation 2:** |
| **Fact:****Fact:****Fact:**  | **Finding 4:****Etc.**  | **Recommendation 3:****Recommendation 4:** |

* Then, if one or more findings indicate a problem with the operations of the entity being investigated, insert the recommendation (paraphrased to keep it short) that will solve it.

The number of findings and recommendations do not need to correspond. In some cases, one recommendation is intended to solve two problems (findings); sometimes, two recommendations will solve one problem (as shown in the example below). Modify the boxes as needed.