**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. It should be used throughout each investigation. This is a confidential internal document and should be kept in the investigation file. The investigating committee should add to it as information is gathered and verified.

**Using the matrix**:

* First, in just a word or two, list the facts that will support each finding in the box to the left of that finding. 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) and show the verification sources.
* Second, insert a very short version of each of the draft findings (usually identified problems) in the center column – adding more rows if needed.
* Then, if one or more of the findings indicate a problem with the operations of the entity being investigated, insert the recommendation (paraphrased to keep it short) that will solve it.

|  |  |  |
| --- | --- | --- |
| **Report Logic Matrix** | | |
| **Facts and Sources** | **Findings** | **Recommendations** |
| **Fact:** Click or tap here to enter text.  **Fact:**  Click or tap here to enter text.  **Fact:** Click or tap here to enter text. | **Finding 1**:  Click or tap here to enter text. | **Recommendation 1:**  Click or tap here to enter text. |
| **Fact:**  Click or tap here to enter text.  **Fact:**  Click or tap here to enter text.  **Fact:**  Click or tap here to enter text. | **Finding 2:**  Click or tap here to enter text.  **Finding 3:**  Click or tap here to enter text. | **Recommendation 2:**  Click or tap here to enter text. |
| **Fact:**  Click or tap here to enter text.  **Fact:**  Click or tap here to enter text.  **Fact:**  Click or tap here to enter text. | **Finding 4:**  Click or tap here to enter text.  **Etc.**  Click or tap here to enter text. | **Recommendation 3:**  Click or tap here to enter text.  **Recommendation 4:**  Click or tap here to enter text. |

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 example below).