

# Investigation plan template for political finance investigations

Investigation Plan			
Case Reference		Investigator	
Date Investigation Started		Manager	
Complainant/Source of allegation:			
Subject of investigation:			
Summary of allegation/matter:			
Relevant law/code etc:			
Any other laws/codes etc that may be relevant:			
Evidential Considerations			
Key points to prove or disprove (components of requirement)			Completed
Evidence/Information required:			
Information	Purpose	Source - and how information is to be obtained	Completed

Who is responsible for approving recommendations and signing off the case report ?	
<b>Key milestones</b>	<b>Date</b>
Complete information gathering by:	
Draft report by:	
Close Investigation by:	

Signed:

Investigator:

Date:

Signed:

Supervisor name:

Date: