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**Lab 05**

Investigation Report Template

## Title Page

**Description**- This page introduces the report by providing information on the title of the project, version number, organization name and client name.

**For Examples**

* Project Title: Investigation Report for (Project Name)
* Version: 2.0
* Prepared by: (Your Organization Name)
* Client Name: (Client’s Name)

## Document Control

**Description-** Keeps track of the history of changes made to the document.

**For Examples**

* Document metadata (title, version, and date).
* Change tracker table:
* Columns: Version, Description of Change, Author, Date.

## Disclaimer

**Description-** identifies the document's owner and intended purpose.

**For Example**

This material is private and should not be distributed without (Organization Name's) consent.

## Table of Contents

**Description-** Lists all sections and subsections for easy navigation. Use dynamic headings that automatically update themselves.

## Introduction

**Description-** gives a summary of the goals, background, and investigation.

## Executive Summary

**Description:** provides an overview of the results, their implications and key suggestions.

## Scope and Objectives

**Description-** outlines the investigation's parameters and objectives.

**Content:**

* Original scope and changes during the investigation.
* Inclusions, exclusions, and any value additions.

## Findings and Analysis

**Description-** Details the evidence, its analysis and the risk levels.

**Content:**

* Risk classification (critical, high, medium, low).
* Tables or structured sections to present data clearly.

## Investigation Details

**Description-** Logs key procedural details of the investigation.

**Content:**

* Names and roles of investigators.
* Chain of custody for evidence.
* Notices issued and case-related events.

## Methodology

**Description-** Explains the approach and tools used for the investigation.

**Content:**

* Steps taken and techniques employed.
* Reference to industry standards or frameworks.

## Conclusions and Recommendations

**Conclusions:**

* Summarizes whether the investigation substantiates the allegations.

**Recommendations:**

* Provides actionable steps to address identified issues.

## About Us

**Description-** Briefly introduces your organization and its credentials.

**Content:**

* Key services, testimonials, and case studies.

## Annexures

**Description-**Provides supplementary materials like logs, evidence and scanned documents.

**Content:**

* Clearly labeled and referenced artifacts.