

Investigation Report Template

Prepared by: *[Your Company Name]*

Version: *[1.0]*

Date: *[Insert Date]*

Document Details

Purpose

Record document details (title, date, version, changes) and track updates with a change tracker.

Version	[Insert Version]
Date	[Insert Date]
Author	[Insert Author Name]

Change Tracker

Version	Date	Change Description	Author
1.0	[Insert Date]	Initial draft	[Name]

Disclaimer

Purpose

State ownership of the document, limitations of liability, and restrictions on its usage.

Ownership

This document is owned by: Organization/Author:	[Insert Name]
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Intended Use:..... [Insert Intended Use]

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- **Misuse:** Improper or unauthorized use of this document.
- **Accuracy:** Consequences of relying solely on the information provided herein.

Introduction

Purpose

Provide context, history, and objectives of the investigation.

The purpose of this section is to introduce the investigation, offering relevant background information and setting the stage for the findings and analysis. Key points include:

- **Context:** *[Insert the context or circumstances leading to the investigation.]*
- **History:** *[Briefly describe relevant historical information.]*
- **Objectives:** *[State the main objectives of the investigation.]*

Executive Summary

Purpose

Summarize findings, impacts, and recommendations in simple language for senior management.

This section provides a concise overview for senior management, highlighting:

- **Key Findings:** *[Insert summary of findings.]*
- **Impacts:** *[Summarize the implications of the findings.]*
- **Recommendations:** *[List actionable recommendations based on the investigation.]*

Scope and Objectives

Purpose

Outline the investigation's scope, objectives, and any changes or exclusions.

- **Scope:** *[Define the boundaries of the investigation, including systems, locations, or data analyzed.]*
- **Objectives:** *[List the specific objectives the investigation seeks to achieve.]*
- **Exclusions:** *[Mention any areas intentionally excluded and the reasons for these exclusions.]*
- **Changes:** *[Document any changes to the scope or objectives made during the investigation.]*

Findings and Analysis

Purpose
Classify findings by severity. Provide evidence, analysis, and recommendations using tables or sections.

Classification of Findings:

Severity	Description	Impact
Critical	[Insert Description]	[Insert Impact]
High	[Insert Description]	[Insert Impact]
Medium	[Insert Description]	[Insert Impact]
Low	[Insert Description]	[Insert Impact]

Evidence and Analysis:

- [Summarize evidence and findings with relevant details.]
- [Include tables, charts, or images to support findings.]

Recommendations:

Issue	Recommendation	Priority
[Insert Issue]	[Insert Recommendation]	[Insert Priority]

Investigation Report

Purpose
Include details of evidence, chain of custody, investigation officers, and related case histories.

Evidence Details:

Item	Description	Collected By	Location
[Item 1]	[Insert Details]	[Name]	[Location]

Chain of Custody:

Date/Time	Handler	Action
[Insert Date]	[Insert Name]	[Insert Action]

Investigation Officers:

Name	Role	Contact Info
[Insert Name]	[Role]	[Contact Info]

Related Case Histories:

- [List related cases or precedents.]

Criminal / Forensic Investigation

Purpose

Describe the crime, methods, evidence, and compliance with best practices.

- **Description of Crime:**
[Provide a clear description of the crime or incident.]
- **Methods Used:**
[Explain the methods used to commit the crime.]

Evidence:

Type	Details	Relevance
<i>[Insert Type]</i>	<i>[Insert Details]</i>	<i>[Insert Relevance]</i>

Compliance:

[Summarize adherence to best practices, such as legal standards or forensic protocols.]

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Approach and Methodology

Purpose
Visualize and explain the investigative process, tools, techniques, and standards used.

Investigative Process:

[Describe the step-by-step process followed, using diagrams or flowcharts if applicable.]

Tools and Techniques:

Tool/Technique	Purpose	Usage
<i>[Tool/Technique 1]</i>	<i>[Insert Purpose]</i>	<i>[Insert Usage]</i>

Standards and Frameworks:

[List the standards or frameworks adhered to, such as ISO/IEC 27037 or NIST guidelines.]

Conclusions and Opinions from Analysis

Purpose
Provide conclusions based on findings and evidence. Suggest actionable remediation strategies.

- **Conclusions:**
[Summarize key conclusions drawn from the findings and evidence.]
- **Opinions:**
[Provide expert opinions or interpretations related to the findings.]

Remediation Strategies:

Issue	Proposed Solution	Priority
<i>[Insert Issue]</i>	<i>[Insert Solution]</i>	<i>[Priority]</i>

Project Governance

Purpose

Define the project structure, roles, responsibilities, and tasks.

Project Structure:

[Describe the organizational setup for managing the project.]

Roles and Responsibilities:

Role	Responsibility	Assigned To
<i>Project Manager</i>	<i>[Insert Responsibility]</i>	<i>[Name]</i>
<i>Investigator</i>	<i>[Insert Responsibility]</i>	<i>[Name]</i>

Tasks:

Task	Assigned To	Deadline
<i>[Insert Task]</i>	<i>[Name]</i>	<i>[Insert Date]</i>

About Us

Purpose

Highlight your company’s capabilities, testimonials, and client references.

- **Capabilities:**
[List the key services and expertise of your company.]
- **Testimonials:**
[Include quotes or feedback from satisfied clients.]
- **Client References:**
[Provide a list of notable clients or case studies.]

Annexures

Purpose

Include supporting evidence, references, and additional materials such as log files or large tables.

- **Supporting Evidence:**
 - *[List and describe the evidence included, such as log files, reports, or images.]*
- **References:**
 - *[Include citations or references used in the investigation.]*
- **Additional Materials:**
 - *[Attach large datasets, tables, or diagrams.]*

Recommendations

Purpose

Provide actionable steps for addressing risks and improving security measures.

Actionable Steps:

Risk	Recommendation	Impact
[Insert Risk]	[Insert Recommendation]	[Impact]

Improvement Measures:

[List specific strategies for enhancing security and minimizing future risks.]

— END —

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