

# Conversation Plan

[Company]

[Street Address, City, ST ZIP Code]

Case Number: \_\_\_\_\_

Date

[Select Date]

Employee/Contractor

[Name]

[Title]

Location \_\_\_\_\_

Attendees \_\_\_\_\_

Time \_\_\_\_\_

\_\_\_\_\_

Incident Description

[Document incident here]

Question	Response	Notes
Are you aware of this activity? Do you accept responsibility for this activity?		
Are you aware of the implications of this activity?		
How long have you engaged in this activity?		
How many times? Can you give specifics of each incident (date, time, location, with whom)?		
Who else is supporting you in this activity?		
Are you aware of the consequences of this activity?		
Do you accept responsibility for these consequences?		
Is there anything else I should know about this activity?		
Have I explained the next steps to your complete understanding?		

Outcome

[Document outcome here]

Notification

Human Resources

IT

Security Office

Legal

Executives

COTR

JPAS

Authorities (Police/FBI)

