



Checklist for Reasoning for Insider Threat Analysts

1. Have a PURPOSE.
 - State your purpose clearly.
 - Develop a clear purpose statement.
 - Check periodically to ensure you are still on target.
 - Choose a significant, realistic purpose.
2. Settle a QUESTION.
 - State the question clearly, precisely.
 - Express the question in several ways to clarify meaning and scope.
 - Break the question into subquestions.
 - Distinguish questions that have definitive answers from those that are matter of opinion and from those that require consideration of multiple viewpoints.
3. Collect and Verify DATA, INFORMATION, and EVIDENCE.
 - Restrict your claims to be those supported by the data you have.
 - Search for information that opposes your position as well as information that supports it.
 - Make sure all information used is clear, accurate, and relevant to the question at issue.
 - Make sure you have gathered sufficient information.
4. Shape CONCEPTS and IDEAS.
 - Identify and clearly explain key concepts and ideas.
 - Consider alternative concepts and ideas.
 - Consider alternative definitions of concepts.
 - Make sure you are using concepts with precision.
5. Acknowledge ASSUMPTIONS.
 - Clearly identify your assumptions and determine whether they are justifiable.
 - Consider how your assumptions are shaping your point of view.
6. Recognize POINT OF VIEW.
 - Identify your point of view.
 - Seek other points of view and identify their strengths and weaknesses.
 - Strive to be fair-minded in evaluating all points of view.
7. Analyze IMPLICATIONS and CONSEQUENCES.
 - Trace the implications/consequences that follow your reasoning.
 - Search for negative and positive implications.
 - Consider all possible consequences.
8. INFER, INTERPRET, and CONCLUDE
 - Infer only what the data implies.
 - Check inferences for their consistency with each other.
 - Identify assumptions underlying your inferences.
 - Verify the conclusion logically follows your inference.