**[project]**

**[date and location]**

# interview Schedule

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| [day and date] (Day 1) |
| Time | Name and Position of Presenter | Details | key focus area |
| 9:00 – 10:00 | Senior Responsible Officer (SRO)Project DirectorDeputy Secretary / GM Operations  | MobilisationDesign progress and issuesScope deliveryPackage and other interfaces | **Service Need**  |
| 10:00 – 11:00 | Senior Responsible Officer (SRO)Chair of Steering CommitteeProject Director – delivery agencyProject Director - contractor | Project oversight structureDelivery agency capability and capacityCommissioning plan developmentResponsibilities and authoritiesDelivery agency governance policiesRelationship and interface with delivery contractor | **Governance** |
| 11:00 – 12:00 | Project DirectorCommercial ManagerTreasury representative | Delivery to costDelivery to programOutstanding commercial issuesWhole of life cost positionEnsuring benefits | **Value for Money and Affordability** |
| 12.00 – 12.45 | Network representativeOperations representativeAsset management representative | Outstanding planning and regulatory issuesEnvironmental impactsPlace making Systems / network integration | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:30 | LUNCH BREAK |
| 13:30 – 14:15 | Risk ManagerProject DirectorProject scheduling / programmer | Risk and opportunities matrixKey mitigations for major risksRelated project or network risksCommercial risk to NSWProgram / schedule risk | **Risk Management**  |
| 14:15 – 15:00 | Stakeholder / communications Stakeholder representatives  | How internal and external stakeholders are engagedHow benefits are being communicatedStakeholder expectations and communicationsKey project milestonesThird party projects impacting delivery | **Stakeholder Management** |
| [day and date] (Day 1) |
| Time | Name and Position of Presenter | Details | key focus area |
| 15:00 – 16:00 | Change ManagerEnd user stakeholderOperations stakeholderBenefits Realisation Manager | Intended benefit outcomesChanges to current practices with project implementationManagement of handover from Delivery to OperationsOperational workforce planningRisks for the operator | **Asset Owner’s Needs and Change Management** |
| 16:00 – 17:00 | Review Team Discussion and Report Planning |

**Note:**

**The Interview Schedule is indicative only and should be used as a guide.**

**Review teams typically prefer to meet only one or two interviewees at a time, focused on the same
subject matter.**

**Interviewees can and should include representatives external to the project team.**

**Interviewees should refer to the ‘What an Interviewee Needs to Know’ information sheet.
Pre-prepared presentations are not necessary.**