**[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 | Project Director  Architect  Design Manager | * Asset design and scope overview * How the asset fits in with its network / place making | **ALL** |
| 10:00 – 10:45 | Senior Responsible Officer (SRO)  Deputy Secretary / GM Planning  Deputy Secretary / GM Operations | * Identified need and problem being solved * Assessment of alternative means of meeting the need * Delivery agency endorsement * Benefits of the project for the delivery agency and stakeholders | **Service Need** |
| 10:45 – 12:45 | Project Director  Commercial Manager  BCR Analyst  Quantity Surveyor (Cost Planner)  Treasury Representative | * Economic appraisal * Financial analysis of options * Cost-Benefit Analysis– quantitative and qualitative * Source of funds | **Value for Money and Affordability** |
| 12:45 – 13:15 | LUNCH BREAK | | |
| 13:15 – 15:00 | Master Planner  Network manager  Planning Approvals  Operations / Asset Management) | * Whole-of-life costs sustainability * Planning approval progress * Environmental impacts * Place making and systems/network integration | **Social, Economic and Environmental Sustainability** |
| 15:00 – 17:00 | Senior Responsible Officer (SRO)  Chair of Steering Committee  Program Manager  Project Director | * Project oversight structure * Delivery agency capability and capacity * Project team structure and capability * Responsibilities and authorities * Delivery agency governance policies | **Governance** |
| [day and date] (Day 2) | | | |
| Time | Name and Position  of Presenter | Details | Key Focus Area |
| 9:00 – 10:30 | Risk Manager  Project Manager  Design Manager  Project Scheduling / Programmer | * Risk and opportunities matrix * Risk Approach/Methodology * Key mitigations for major risks * Commercial risk to state * Program/schedule risk | **Risk Management** |
| 10:30 – 12:30 | Stakeholder / Communications  Architect / Design Manager  Stakeholder representatives | * How internal and external stakeholders where identified * How benefits have been communicated * Stakeholder expectations and communications * Key project/program milestones | **Stakeholder Management** |
| 12:30 – 13:15 | LUNCH BREAK | | |
| 13:15 – 15:00 | Change manager  End user stakeholder  Operations stakeholder | * Intended service outcomes * Changes to current practices with project implementation * Management of handover through the phases of the project or program * Risks for the operator | **Asset Owner’s Needs and Change Management** |
| 15:00 – 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.**