**[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)Deputy Secretary / GM PlanningDeputy Secretary / GM Operations | Identified need and problem being solvedAssessment of alternatives to meet the needDelivery agency executive endorsementBenefits of the project for the delivery agency and stakeholders  | **ALL** |
| 10:00 – 10:45 | Project DirectorArchitectDesign Manager | Asset design and scope overviewHow the asset fits in with its network / place makingOverview of options | **Service Need** |
| 10:45 – 12:45 | Project DirectorBCR AnalystQuantity Surveyor (Cost Planner)Treasury Representative | Economic appraisalFinancial analysis of optionsCost-Benefit Analysis– quantitative and qualitativeSource of funds | **Value for Money and Affordability** |
| 12:45 – 13:15 | LUNCH BREAK |
| 13:15 – 15:00 | Planning ApprovalsNetwork managerOperator Representative | Whole-of-life costs sustainabilityPlanning approval progressEnvironmental impactsPlace making and systems/network integration | **Social, Economic and Environmental Sustainability** |
| 15:00 – 17:00 | Senior Responsible Officer (SRO)Chair of Steering CommitteeProgram ManagerProject Director | Project oversight structureDelivery agency capability and capacityProject team structure and capabilityResponsibilities and authoritiesDelivery agency governance policies | **Governance** |
| [day and date] (Day 2) |
| Time | Name and Position of Presenter | Details | key focus area |
| 9:00 – 10:30 | Risk ManagerProject ManagerProject Scheduling / Programmer | Risk and opportunities matrixRisk approach/methodologyKey mitigations for major risksCommercial risk to NSWProgram/schedule risk | **Risk Management** |
| 10:30 – 12:30 | Stakeholder / CommunicationsArchitect / Design ManagerStakeholder representatives | How internal and external stakeholders where identifiedHow benefits have been communicatedStakeholder expectations and communicationsKey project/program milestones | **Stakeholder Management** |
| 12:30 – 13:15 | LUNCH BREAK |
| 13:15 – 15:00 | Project ManagerEnd user stakeholderOperations stakeholder | Intended service outcomesChanges to current practices with project implementationManagement of handover through the phases of the project or programRisks 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.**