**[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 | Options identification and analysisProject service need, objectives and demand analysisProject scopeProcurement approach  | **Service Need** |
| 10:00 – 10:30 | Senior Responsible Officer (SRO)Project DirectorProject Director – Delivery agency | Project oversight structureDelivery agency capability and capacityOptions identification and decision makingResponsibilities and authoritiesDelivery agency governance policies | **Governance** |
| 10:30 – 11:30 | Project DirectorCommercial representativeTreasury Representative | Budget and scheduleDevelopment of cost planProgress towards Final Business CaseCost-Benefit Analysis– quantitative and qualitativeEnsuring benefits | **Value for Money and Affordability** |
| 11.30 – 12.15 | Network representativeOperations representativeAsset management representative | Planning and regulatory issuesEnvironmental impactsPlace makingSystems / network integration | **Social, Economic and Environmental Sustainability** |
| 12:15 – 13:00 | LUNCH BREAK |
| 13:00 – 14:00 | Stakeholder / communications Stakeholder representatives | How internal and external stakeholders are engagedHow benefits are being communicatedStakeholder communicationsMarket engagement approach | **Stakeholder Management** |
| 14:00 – 15:00 | Risk ManagerProject DirectorProject Scheduling / Programmer | Risk and opportunities matrixRisk approach/methodologyKey mitigations for major risksRelated project or network risksCommercial risk to NSWProgram/schedule risk | **Risk Management** |
| [day and date] (Day 1) |
| Time | Name and Position of Presenter | Details | key focus area |
| 15:00 – 16:00 | Change ManagerEnd user stakeholderOperations stakeholder | Intended service outcomesChanges to current practices with project implementationPotential workforce changesPotential network interface issues | **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.**