**[agency]**

**[date and location]**

# interview Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| [day and date] (Day 1) | | | |
| Time | Name and Position  of Presenter | Details | key focus area |
| 9:00 – 10:00 |  |  |  |
| 10:00 – 11:00 |  |  |  |
| 11:00 – 12:00 |  |  |  |
| 12.00 – 12.45 |  |  |  |
| 12:45 – 13:30 | LUNCH BREAK | | |
| 13:30 – 14:15 |  |  |  |
| 14:15 – 15:00 |  |  |  |
| 15:15 – 16:00 |  |  |  |
| 16:15 – 17:00 |  |  |  |
| 17:00 – 17:30 | Review Team discussion | | |

|  |  |  |  |
| --- | --- | --- | --- |
| [day and date] (Day 2) | | | |
| Time | Name and Position  of Presenter | Details | key focus area |
| 9:00 – 10:00 |  |  |  |
| 10:00 – 11:00 |  |  |  |
| 11:00 – 12:00 |  |  |  |
| 12.00 – 12.45 |  |  |  |
| 12:45 – 13:30 | LUNCH BREAK | | |
| 13:30 – 14:15 |  |  |  |
| 14:15 – 15:00 |  |  |  |
| 15:15 – 16:00 |  |  |  |
| 16:15 – 17:00 | Review Team discussion | | |
| 17:00 – 17:30 | Debrief with Agency Head | | |

**Notes:**

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

**Additional days should be added as required – a Capital Portfolio Health Check will typically require 2 – 3 interview days.**

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

**For efficiency, an interviewee may cover several Key Focus Areas in a single interview.**

**Interviewees can and should include representatives external to the Agency.**

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