**[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 Director  Deputy Secretary / GM Operations | Options identification and analysis  Project service need, objectives and demand analysis  Project scope  Procurement approach | **Service Need** |
| 10:00 – 10:30 | Senior Responsible Officer (SRO)  Project Director  Project Director – Delivery agency | Project oversight structure  Delivery agency capability and capacity  Options identification and decision making  Responsibilities and authorities  Delivery agency governance policies | **Governance** |
| 10:30 – 11:30 | Project Director  Commercial representative  Treasury Representative | Budget and schedule  Development of cost plan  Progress towards Final Business Case  Cost-Benefit Analysis– quantitative and qualitative  Ensuring benefits | **Value for Money and Affordability** |
| 11.30 – 12.15 | Network representative  Operations representative  Asset management representative | Planning and regulatory issues  Environmental impacts  Place making  Systems / 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 engaged  How benefits are being communicated  Stakeholder communications  Market engagement approach | **Stakeholder Management** |
| 14:00 – 15:00 | Risk Manager  Project Director  Project Scheduling / Programmer | Risk and opportunities matrix  Risk approach/methodology  Key mitigations for major risks  Related project or network risks  Commercial risk to NSW  Program/schedule risk | **Risk Management** |
| [day and date] (Day 1) | | | |
| Time | Name and Position  of Presenter | Details | key focus area |
| 15:00 – 16:00 | Change Manager  End user stakeholder  Operations stakeholder | Intended service outcomes  Changes to current practices with project implementation  Potential workforce changes  Potential 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.**