**[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 Planning  Deputy Secretary / GM Operations | Identified need and problem being solved  Assessment of alternatives to meet the need  Delivery agency executive endorsement  Benefits of the project for the delivery agency and stakeholders | **ALL** |
| 10:00 – 10:45 | Project Director  Architect  Design Manager | Asset design and scope overview  How the asset fits in with its network / place making  Overview of options | **Service Need** |
| 10:45 – 12:45 | Project Director  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 | Planning Approvals  Network manager  Operator Representative | 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  Project Scheduling / Programmer | Risk and opportunities matrix  Risk approach/methodology  Key mitigations for major risks  Commercial risk to NSW  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 | Project 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.**