**[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 DirectorTransaction Manager | Procurement overview GovernanceProject team structure and capabilityResponsibilities and authoritiesProbity | **Governance**  |
| 10:00 – 10:45 | Project DirectorDeputy Secretary / GM PlanningDeputy Secretary / GM Operations | Scope to be procured vs. service needProcurement packagingBenefits of the project for the delivery agency and stakeholders | **Service Need** |
| 10:45 – 11:45 | Project DirectorCommercial ManagerQuantity Surveyor / Cost Planner | Scope to cost planCommercial approachContract structureInnovation approachRisk allocationApproach to early and enabling works | **Value for Money and Affordability** |
| 11.45 – 12.45 | Master PlannerNetwork ManagerPlanning ApprovalsOperations / Asset management representative | Whole of life costs sustainabilityPlanning approvals processEnvironmental mitigationPlace making and systems / network consideration | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:30 | LUNCH BREAK |
| 13:30 – 14:30 | Risk ManagerTransaction ManagerCommercial Manager | Risk and opportunities matrixInterface risksKey mitigations for major risksKey project milestones | **Risk Management**  |
| 14:30 – 15:30 | Stakeholder / communications Stakeholder representatives  | How internal and external stakeholders are engagedHow benefits are being communicatedUser groupsMarket engagement approach | **Stakeholder Management** |
| [day and date] (Day 1) |
| Time | Name and Position of Presenter | Details | key focus area |
| 15:30 – 16:30 | Project DirectorEnd user stakeholderOperations stakeholder | Overview of delivery planResourcing of procurementManagement of handover through the project phasesRisks to the operatorWorkforce changes | **Asset Owner’s Needs and Change Management** |
| 16:30 – 17:30 | 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.**