**[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 | Project DirectorArchitectDesign Manager | * Asset design and scope overview
* How the asset fits in with its network / place making
 | **ALL** |
| 10:00 – 10:45 | Senior Responsible Officer (SRO)Deputy Secretary / GM PlanningDeputy Secretary / GM Operations | * Identified need and problem being solved
* Assessment of alternative means of meeting the need
* Delivery agency endorsement
* Benefits of the project for the delivery agency and stakeholders
 | **Service Need** |
| 10:45 – 12:45 | Project DirectorCommercial ManagerBCR AnalystQuantity 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 | Master PlannerNetwork managerPlanning ApprovalsOperations / Asset Management) | * 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 CommitteeProgram ManagerProject 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 ManagerProject ManagerDesign ManagerProject Scheduling / Programmer | * Risk and opportunities matrix
* Risk Approach/Methodology
* Key mitigations for major risks
* Commercial risk to state
* Program/schedule risk
 | **Risk Management** |
| 10:30 – 12:30 | Stakeholder / CommunicationsArchitect / Design ManagerStakeholder 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 | Change managerEnd user stakeholderOperations 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.**