**[project]**

**[date and location]**

# INTERVIEW schedule

| [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 | Scope delivery  Stakeholder management  Overview of commissioning  Overview of handover plan | **Service Need** |
| 10:00 – 10:45 | Senior Responsible Officer (SRO)  Chair of Steering Committee  Project Director  Commissioning Manager | Project oversight structure  Delivery agency capability and capacity  Commissioning team structure and capability  Commissioning plan  Responsibilities and authorities  Delivery agency governance policies | **Governance** |
| 10:45 – 12:45 | Project Director  Commercial Manager  Treasury Representative | Delivery to cost  Delivery to program  Outstanding commercial issues  Whole-of-life costs | **Value for Money and Affordability** |
| 12:45 – 13:15 | LUNCH BREAK | | |
| 13:15 – 15:00 | Network representative  Operations representative  Asset Management representative | Outstanding planning and regulatory issues  Environmental impacts  Place making and systems/network integration | **Social, Economic and Environmental Sustainability** |
| 15:00 – 17:00 | Risk Manager  Project Manager  Project Scheduling / Programmer | Risk and opportunities matrix  Key mitigations for remaining major risks  Related project or network risks  Commercial risk to state  Program/schedule risk | **Risk Management** |

| [day and date] (Day 2) | | | |
| --- | --- | --- | --- |
| Time | Name and Position  of Presenter | Details | KEY FOCUS AREA |
| 9:00 – 10:30 | Stakeholder / Communications  Stakeholder representatives | How internal and external stakeholders where identified  How benefits have been communicated  Stakeholder expectations and communications  Key project/program milestones | **Stakeholder Management** |
| 10:30 – 12:30 | Change manager  End user stakeholder  Operations stakeholder  Benefits Realisation Manager | Intended benefit outcomes  Changes to current practices with project implementation  Management of handover from Commissioning to Operations  Workforce for operations  Risks for the operator | Asset Owner’s Needs and Change Management |
| 12:30 – 13:15 | LUNCH BREAK | | |
| 13:15 – 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.**