**[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 DirectorTransaction Manager | Evaluation OverviewGovernanceDelivery team structure and capabilityResponsibilities and authorities in deliveryProbity | **Governance** |
| 10:00 – 10:45 | Project DirectorDeputy Secretary / GM PlanningDeputy Secretary / GM Operations | Scope being procured vs. service needBenefits of the project for the delivery agency and stakeholders | **Service Need** |
| 10:45 – 11:45 | Project DirectorCommercial ManagerQuantity Surveyor (Cost Planner) | Confirming value for moneyCommercial approachContract management approachInnovation approach | **Value for Money and Affordability** |
| 11:45 – 12:45 | Master PlannerNetwork managerPlanning ApprovalsOperations / Asset Management | Whole-of-life costs sustainabilityPlanning approval progressImpact of delivery on other assets or network | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:15 | LUNCH BREAK |
| 13:15 – 14:30 | Risk ManagerTransaction ManagerCommercial Manager | Risk and opportunities matrixCommercial risk allocationKey mitigations for major risksKey project/program milestones | **Risk Management** |
| 14:30 – 15:30 | Stakeholder / CommunicationsStakeholder representatives | Coordination of communications in deliveryAdditional benefitsUser groups considered in evaluation | **Stakeholder Management** |
| 15:30 – 16:30 | Project DirectorEnd user stakeholderOperations stakeholder | Overview of delivery planResourcing for deliveryManagement of handover through the phases of the project or programRisks for the operatorWorkforce change | **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.**