**[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 | Asset Owner representative  Operator representative | Governance  Operations team structure and capability  Responsibilities and authorities in operations  Benefits reporting | **Governance** |
| 10:00 – 10:45 | Deputy Secretary /  GM Planning  Deputy Secretary /  GM Operations  Network representative | Benefits outlined in Final Business Case  Benefits delivered against Final Business Case  Benefits of the project for the delivery agency and stakeholders | **Service Need** |
| 10:45 – 11:45 | Asset Management representative  Operations manager  Commercial Manager | Delivery to budget  Delivery to program  Outstanding delivery issues  Operations contract management approach  Whole-of-life cost performance  Lessons learnt in the area of extracting value | **Value for Money and Affordability** |
| 11:45 – 12:45 | Network representative  Operations manager | Outstanding planning/regulatory issues  Impact on other assets or network  Extracting additional benefits  Environmental performance  Place making outcomes | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:30 | LUNCH BREAK | | |
| 13:30 – 14:30 | Risk Manager  Commercial Manager | Risk and opportunities matrix  Commercial risk allocation  Key mitigations for major operational risks that impact on benefits  Key project/program milestones | **Risk Management** |
| 14:30 – 15:30 | Stakeholder / Communications  Stakeholder representatives | How benefits have been communicated  Fulfilment of stakeholder expectations  User group interface | **Stakeholder Management** |
| 15:30 – 16:30 | Project Director  End user stakeholder  Operations stakeholder | Ongoing operations plan  Resourcing for operations  Performance of the handover from delivery  Risks for the operator  Workforce 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.**