**[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 representativeOperator representative | GovernanceOperations team structure and capabilityResponsibilities and authorities in operationsBenefits reporting | **Governance** |
| 10:00 – 10:45 | Deputy Secretary / GM PlanningDeputy Secretary / GM OperationsNetwork representative | Benefits outlined in Final Business CaseBenefits delivered against Final Business CaseBenefits of the project for the delivery agency and stakeholders | **Service Need** |
| 10:45 – 11:45 | Asset Management representativeOperations managerCommercial Manager | Delivery to budgetDelivery to programOutstanding delivery issuesOperations contract management approachWhole-of-life cost performanceLessons learnt in the area of extracting value | **Value for Money and Affordability** |
| 11:45 – 12:45 | Network representativeOperations manager | Outstanding planning/regulatory issuesImpact on other assets or networkExtracting additional benefitsEnvironmental performancePlace making outcomes | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:30 | LUNCH BREAK |
| 13:30 – 14:30 | Risk ManagerCommercial Manager | Risk and opportunities matrixCommercial risk allocationKey mitigations for major operational risks that impact on benefitsKey project/program milestones | **Risk Management** |
| 14:30 – 15:30 | Stakeholder / CommunicationsStakeholder representatives | How benefits have been communicatedFulfilment of stakeholder expectationsUser group interface | **Stakeholder Management** |
| 15:30 – 16:30 | Project DirectorEnd user stakeholderOperations stakeholder | Ongoing operations planResourcing for operationsPerformance of the handover from deliveryRisks 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.**