**[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 | Senior Responsible Officer (SRO)  Project Director  Deputy Secretary / GM Operations | Mobilisation  Design progress and issues  Scope delivery  Package and other interfaces | **Service Need** |
| 10:00 – 11:00 | Senior Responsible Officer (SRO)  Chair of Steering Committee  Project Director – delivery agency  Project Director - contractor | Project oversight structure  Delivery agency capability and capacity  Commissioning plan development  Responsibilities and authorities  Delivery agency governance policies  Relationship and interface with delivery contractor | **Governance** |
| 11:00 – 12:00 | Project Director  Commercial Manager  Treasury representative | Delivery to cost  Delivery to program  Outstanding commercial issues  Whole of life cost position  Ensuring benefits | **Value for Money and Affordability** |
| 12.00 – 12.45 | Network representative  Operations representative  Asset management representative | Outstanding planning and regulatory issues  Environmental impacts  Place making  Systems / network integration | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:30 | LUNCH BREAK | | |
| 13:30 – 14:15 | Risk Manager  Project Director  Project scheduling / programmer | Risk and opportunities matrix  Key mitigations for major risks  Related project or network risks  Commercial risk to NSW  Program / schedule risk | **Risk Management** |
| 14:15 – 15:00 | Stakeholder / communications Stakeholder representatives | How internal and external stakeholders are engaged  How benefits are being communicated  Stakeholder expectations and communications  Key project milestones  Third party projects impacting delivery | **Stakeholder Management** |
| [day and date] (Day 1) | | | |
| Time | Name and Position  of Presenter | Details | key focus area |
| 15:00 – 16:00 | Change Manager  End user stakeholder  Operations stakeholder  Benefits Realisation Manager | Intended benefit outcomes  Changes to current practices with project implementation  Management of handover from Delivery to Operations  Operational workforce planning  Risks for the operator | **Asset Owner’s Needs and Change Management** |
| 16:00 – 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.**