**[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  Transaction Manager | Procurement overview  Governance  Project team structure and capability  Responsibilities and authorities  Probity | **Governance** |
| 10:00 – 10:45 | Project Director  Deputy Secretary / GM Planning  Deputy Secretary / GM Operations | Scope to be procured vs. service need  Procurement packaging  Benefits of the project for the delivery agency and stakeholders | **Service Need** |
| 10:45 – 11:45 | Project Director  Commercial Manager  Quantity Surveyor / Cost Planner | Scope to cost plan  Commercial approach  Contract structure  Innovation approach  Risk allocation  Approach to early and enabling works | **Value for Money and Affordability** |
| 11.45 – 12.45 | Master Planner  Network Manager  Planning Approvals  Operations / Asset management representative | Whole of life costs sustainability  Planning approvals process  Environmental mitigation  Place making and systems / network consideration | **Social, Economic and Environmental Sustainability** |
| 12:45 – 13:30 | LUNCH BREAK | | |
| 13:30 – 14:30 | Risk Manager  Transaction Manager  Commercial Manager | Risk and opportunities matrix  Interface risks  Key mitigations for major risks  Key project milestones | **Risk Management** |
| 14:30 – 15:30 | Stakeholder / communications Stakeholder representatives | How internal and external stakeholders are engaged  How benefits are being communicated  User groups  Market engagement approach | **Stakeholder Management** |
| [day and date] (Day 1) | | | |
| Time | Name and Position  of Presenter | Details | key focus area |
| 15:30 – 16:30 | Project Director  End user stakeholder  Operations stakeholder | Overview of delivery plan  Resourcing of procurement  Management of handover through the project phases  Risks to the operator  Workforce changes | **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.**