**Interview Schedule**

# **Day 1: [insert date]**

| **Session** | **Time** | **Interviewee** | **Role / Responsibility / Reason** | **Room / Phone number** |
| --- | --- | --- | --- | --- |
|  | 10:00 |  | SRO |  |
|  | 11:00 |  | Programme/Project Director |  |
|  | 12:00 |  |  |  |
|  | 13:00 | Lunch |  |  |
|  | 13:30 |  |  |  |
|  | 14:30 |  |  |  |
|  | 15:30 |  |  |  |
|  | 16:30 |  |  |  |
|  | 17:30 | Emerging findings  |  |  |

**Day 2: [insert date]**

| **Session** | **Time** | **Interviewee** | **Role / Responsibility / Reason** | **Room/ Phone number** |
| --- | --- | --- | --- | --- |
|  | 09:00 |  |  |  |
|  | 10:00 |  |  |  |
|  | 11:00 |  |  |  |
|  | 12:00 |  |  |  |
|  | 13:00 | Lunch |  |  |
|  | 14:00 |  |  |  |
|  | 15:00 |  |  |  |
|  | 16:00 |  |  |  |
|  | 17:00 | Emerging findings  |  |  |

**Day 3: [insert date]**

| **Session** | Time | **Interviewee** | **Role / Responsibility / Reason** | **Room/ Phone number** |
| --- | --- | --- | --- | --- |
|  | 09:00 |  |  |  |
|  | 10:00 |  |  |  |
|  | 11:00 |  |  |  |
|  | 12:00 |  |  |  |
|  | 13:00 | Lunch |  |  |
|  | 14:00 |  |  |  |
|  | 15:00 |  |  |  |
|  | 16:00 |  |  |  |
|  | 17:00 | Emerging findings  |  |  |

***Add additional days as required***

**Final day: [insert date]**

| **Session** | **Time** | **Interviewee** | **Role & responsibility** | **Room/phone number** |
| --- | --- | --- | --- | --- |
|  | 09:00 | Write review report | Review Team |  |
|  | 14:00 | review report feedback | SRO |  |

* *Timings are only provided as a guide and should be agreed at the planning meeting.*
* *A one hour slot for the review team only to meet should be included at the beginning of the first day.*
* *Interviews should normally be arranged in one hour slots unless otherwise agreed with the Review Team Leader, 45mins for the actual interview and 15 mins for the review team to wash up and prepare for the next interview. Virtual / Telephone interviews may only need 45 minutes including wash up.*
* *Interviews can be added into the schedule on the final day if required but sufficient time should be allocated to the write up of the final report and its feedback to the SRO.*