

Interview Schedule tab

TEMPLATE

Location

Interviewee	Planned interview time/date	Contact Details	Department	Role / User Type	Purpose
<i>full name</i>	<i>time dd/mm/yy</i>	<i>email phone (optional)</i>		<i>Role is often different to User Type and is useful for reference and refinement.</i>	<i>Reason for the interview. What is the intended value of interviewing them? How does it help the scope or business goal?</i>

EXAMPLE

Central Office - London

Interviewee	Planned interview time/date	Contact Details	Department	Role/ User Type	Purpose
Mike Ploughton	10am 11/03/2026	mploughton@baa.com x4745	Air Mobility	Snr air side Risk manager	They have intimate knowledge of how risk is assessed and managed.
Jennifer Robinson	3pm 22/02/2026	jrobinson@corpeff.com 07000700700	Corp. Effectiveness	Planner/ Strategic Planner	They create Performance presentation templates that are used to inform managers of sales figures. We want to evaluate if they are fit for purpose and the best option to disseminate that data.