**Instructions for Using the IFF Interview Template**

1. One IFF Interview form is completed for each interview, e.g. CAM (one for each), Indirect Manager, Project Controls, Project Manager.
2. The naming convention of each document is: IFF – [Contractor] [Project] [Title] [Interviewee Last Name] [Draft or Final] [Saved Date]. Example: IFF – LANS TRPII CAM Smith Final 20180101.doc
3. Prior to the Interview, complete the following information.
4. Type of Review, Name of Contractor, Site, and Date of Review.
5. Interview Number, Interview Date, Interviewee Name, Title/Position, Area of Responsibility, Control Account Number(s) if a CAM, and Interview Team Leader.
6. Based on the tests flagged for this person’s area of responsibility, populate a table for each of the Test IDs and Questions from the IFF Questions Template 20181011.xls, and identify the artifacts reviewed by the team that identify the concern(s).

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| --- | --- | --- |
| Test ID and Question |  |  |
| Artifacts |  |
| Results of Interview |  |  |

1. During the review, ensure a team member is capturing the following information: documents reviewed, documents requested, team attendees, and contractor attendees
2. Following the interview, meet as a team to discuss and document the Results of the Interview. Enter Satisfactory or Non-Compliant (meaning a CAR or DR is required) in column 2, and a brief explanation of the compliance issues if any.

Sample:

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| Test ID and Question | 6.3.3 | Data analysis indicated XX of your incomplete discrete activities in the baseline schedule have start-start or finish-finish relationships. Why do those incomplete discrete activities in the baseline schedule use the start-start or finish-finish logic?What is the impact of using start-start or finish-finish logic? |
| Artifacts | Artifact: March Baseline IMSCA 03.09.03, WP 03.09.03.12, Activity ID SP5.5430-4 |
| Results of Interview | Non-Compliant  | In discussing the type of effort, the team determined that these activities are LOE, not discrete as planned. The procedures in the EVM System Description are clear, the CAM failed to make a correct determination when the activities were planned. The CAM also was unable to explain the impact.  |

Interview Findings Form

Type of Review:

 Name of Contractor, Site:

Date of Review:

|  |  |
| --- | --- |
| INTERVIEW #: |  |
| INTERVIEW DATE: |  |
| INTERVIEWEE NAME:  |  |
| TITLE/POSITION: |  |
| AREA OF RESPONSIBILITY: |  |
| CONTROL ACCOUNT NO(S): |  |
| INTERVIEW TEAM LEADER: |  |
|  |  |

LIST OF DOCUMENTS REVIEWED:

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|  |

DOCUMENTS REQUESTED:

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|  |

TEAM ATTENDEES:

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|  |

CONTRACTOR ATTENDEES:

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| Test ID and Question |  |  |
| Artifacts |  |
| Results of Interview |  |  |