

[insert your organisation name and logo or branding]

PERSONNEL SCHEDULE

[insert title of procurement activity]

[insert contract number]

Tenderer Name: [insert the name of your organisation]

Date of this Tender: [insert date of this document]

1. CONSULTANT'S KEY PERSONNEL

Please submit your key personnel schedule using the following template.

Consultant's Staff

Team Leader/Project Director	
Contact Phone Number (24 Hours)	
Project Manager	
Contact Phone Number (24 Hours)	

Key Personnel

Design Manager	
Designer(s)	
Consultation / Engagement Personnel (Incl. Māori Consultation)	
Planning Personnel	
Bridge/Culvert Designer(s)	
Environmental Personnel	
Geotechnical Designer	
Estimator	
Economist	

Financial Analyst	
Commercial Analyst	
Risk Management Specialist	
Health and Safety Manager	
Quality Manager	
Sub-consultant's Management Personnel	
Field Staff	
Electronics/Communications Engineer	
Software Support	
Data Analysis	
Weight in Motion Engineer	
[Other]	

Other Personnel

(At Consultant's discretion) (including Sub-consultants)
