

The project talk through

The project talk through is designed to illustrate the Quality Management System (QMS).

The QMS encompasses the processes and measures an organisation has in place to achieve quality objectives and ensure projects consistently meet the required standards. These are some of the steps that may be described.

1. **Hold initial meetings** with clients and stakeholders to go over project goals, timelines, and expectations.
2. **Define objectives** that ensure a project's deliverables meet the required standards and match the project's purpose, client needs, and industry requirements.
3. **Develop a clear project plan** that outlines objectives, timelines, resources, and key milestones.
 - a. **Set timelines** by dividing the project into phases with clear start and end dates, establishing deadlines for key deliverables and milestones, and allowing buffer time for unexpected delays or revisions.
 - b. **Allocate sufficient resources to** ensure adequate funding, equipment, and materials are available to complete the work to the required standards.
 - c. **Identify key milestones** by marking critical points in the project, such as site surveys or interim reports, to track progress and ensure the project remains on schedule.
4. **Use detailed systems** (Standard operating procedures) to guide the processes, methods, and good practice for archaeological work.
5. **Ensure the team is properly trained** (and accredited), have the necessary skills and expertise, and are up to date with the latest techniques and regulations for the project in hand.
6. **Design a [carbon reduction](#) plan**
7. **Conduct audits, inspections, and reviews** at key project stages. This includes thorough checks of fieldwork, data collection, and reporting to ensure compliance with internal and external standards.
8. **Schedule regular check-ins** with clients and stakeholders to review project progress, discuss any issues, and adapt plans as necessary.
9. **Maintain a thorough record** of all processes, findings, and decisions made during the project.
10. **Identify potential risks** or challenges and putting strategies in place to reduce their impact. This includes planning for unforeseen circumstances that might arise during archaeological investigations.
11. **Involve clients and stakeholders** in key decisions, especially when unexpected findings arise.
12. **Provide channels for feedback** for clients and stakeholders throughout the project to help refine processes and address any quality issues promptly.
13. **Regularly review and update** the quality management system to incorporate lessons learned, industry developments, and feedback.