The 'Project talk through'

Purpose

This guidance explains how the project talk-through is structured to demonstrate the quality of work by using a specific project as a case study. The case study should clearly show how the organisation's Quality Management System (QMS) is applied at each stage of the project lifecycle. The QMS encompasses the processes and measures an organisation uses to achieve quality objectives and ensure projects consistently meet required standards. It applies from project initiation through post-excavation and archiving.

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1. Initial Engagement

Hold meetings with clients and stakeholders to clarify project goals, timelines, and expectations.

How did you establish effective communication and ensure everyone understood the project scope and objectives?

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2. Define Objectives

Ensure deliverables meet required standards and align with project purpose, client needs, and industry requirements.

What objectives were set and how did they reflect client needs and professional standards?

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3. Develop Project Design

Create a clear design compliant with CIfA *Standards and guidance*, setting out aims, methods, roles, and deliverables.

How did you ensure the project design met CIfA standards, was fit for purpose and achievable within the agreed constraints?

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4. Apply Standard Operating Procedures

Use detailed systems to guide processes, methods, and good practice for archaeological work.

Which SOPs or internal systems were applied, and how did they help maintain quality and consistency?

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5. Ensure Competence

Confirm the team has the necessary skills, accreditation, and up-to-date knowledge of techniques and regulations.

What steps did you take to ensure the team was competent and qualified?

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6. Carbon Reduction Planning

Incorporate measures to minimise environmental impact.

What actions were taken to reduce carbon emissions or environmental impact?

7. Audits and Reviews
Conduct inspections at key stages, including fieldwork, data collection, and reporting, to ensure compliance.

How were audits or reviews carried out, and what improvements or corrective actions resulted?

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8. Feedback and Communication
Provide channels for feedback and schedule regular check-ins with clients and stakeholders.

How did you maintain communication and respond to feedback during the project?

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9. Record Keeping
Maintain comprehensive records of processes, findings, and decisions.

What systems or tools were used for record keeping and how did they ensure accuracy and accessibility?

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10. Risk Management
Identify potential risks and implement strategies to mitigate them, including contingency planning.

What risks were identified and what mitigation strategies were put in place to manage them effectively?

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11. Stakeholder Involvement
Engage clients and stakeholders in key decisions, especially when unexpected findings arise.

How were stakeholders involved in decision-making and what impact did their input have on project outcomes?

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12. Post-Excavation Quality Management
Apply quality management throughout post-excavation assessment, updated project designs, analysis, dissemination, and archiving to ensure compliance, data quality, long-term preservation, and effective knowledge sharing.

What measures ensured quality during post-excavation stages and how did you guarantee accurate analysis and secure archiving?

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13. Continuous Improvement
Regularly review and update the QMS to incorporate lessons learned, industry developments, and feedback.

What lessons were learned, and how were they used to improve future projects?