

2. Checklist of Resources for Reporting

This resource table comprises items needed for the successful completion of finds reporting. It can be used as a checklist for managers and specialists alike and as a record for specialists to evidence the supply or otherwise of such items.

Resource/Item	CifA Standard & Guidance cross reference	Supplied/Received	Comment
Complete set of material (including from bulk samples if appropriate)			
Stratigraphic Matrix	3.5.2 Assessment of finds material recovered from intrusive fieldwork cannot be undertaken without knowledge of its provenance. Information on context, phasing, date and methods of retrieval and an internally consistent stratigraphic matrix should be provided for assessment.		
List of contexts	See above		
Site plans/feature plans	See above		
Site specification/project design	3.2.1 An archaeologist should only undertake such finds work if it is governed by a written specification or project design, agreed by all relevant parties as this is the tool against which performance, fitness for purpose and hence achievement of standards, can be measured.		
Project research aims	3.3.1 Finds work, which can encompass some or all of the		

	<p>activities of recovery, assessment of data, analysis, interpretation, publication, conservation, archiving and storage, must be identified and costed whether it be an element of a programme of fieldwork, or a project in its own right. A project design should be written, setting out a schedule of works in sufficient detail for the work undertaken to be quantifiable, implemented and monitored.</p>		
<p>Confirmation of commission with details of costs/funding/timetable/deadlines</p>	<p>3.11.1 It is advisable for finds work to be covered by a written contract or agreement to which the specification or project design may be attached.</p>		
<p>Confirmation of project meeting or project communication strategy</p>	<p>3.3.10 It is essential that communication and liaison between all project workers are maintained throughout the programme to ensure dissemination of information and monitoring of project progress.</p>		