

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 design** that complies with ClfA standards and guidance, setting out aims, methods, roles, and deliverables
4. **Use detailed systems** (Standard operating procedures) to guide the processes, methods, and good practice for archaeological work.
5. **Ensure the team has** the necessary skills and expertise, with appropriate accreditation, and is 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. **Provide channels for feedback** and schedule check-ins with clients and stakeholders to review project progress, discuss any issues, help refine processes and adapt plans as necessary.
9. **Maintain an adequate 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. **Regularly review and update** the quality management system to incorporate lessons learned, industry developments, and feedback.