
Overview

This standard deals with the development of a detailed project design from a client's brief, identifying what tasks should be undertaken, how and by whom; ensuring that methods specified are accurate and sufficient for purpose, conforming with relevant regulations and guidance; and bringing these proposals together in a method statement

In order to identify project requirements you need to be clear about the requirements set out in the client's brief and the limits of your responsibilities. You will need to make a judgement about the level of detail required and be able to assess what are the critical aspects of the project. Depending on the purpose that the project is designed to serve and stage at which it takes place, you will need to be aware of the cost and time implications to the project programme and be able to select appropriate and cost effective methods. You will also need to be able to identify sources of expert advice and support to help plan and carry out the project.

Performance
criteria

You must be able to:

Identify project requirements

- P1 Identify from the project brief what tasks must be carried out, by whom and confirming these with the client
- P2 Identify and prioritise all relevant factors relating to the project which will require consideration
- P3 Identify and apply technical and ethical standards relevant to the project
- P4 Identify relevant sources of data and select appropriate methods to achieve project objectives
- P5 Identify appropriate project quality assurance and safety requirements

Agree project methods

- P6 Present and agree appropriate methods with the client
- P7 Agree with the client a schedule that meets the project requirements and estimate associated time and costs
- P8 Ensure that the proposed project conforms with all relevant regulations, technical and ethical standards and guidance.
- P9 Obtain any appropriate and necessary permissions or approvals for the proposed project design

Knowledge and understanding

You need to know and understand:

- K1 How to establish the appropriate type and level of investigation
- K2 What appropriate methods of investigation to employ in the context of different projects
- K3 The relevant physical aspects of sites and their environs (for field projects)
- K4 The relevant archaeological, historical and cultural factors and constraints
- K5 Relevant regulatory factors
- K6 Relevant technical and ethical standards
- K7 The types of quality assurance and safety requirements
- K8 How to specify, plan and schedule site investigations in terms of:
 - . Required investigation outcomes
 - . Cost
 - . Timescale
- K9 Relevant regulation and guidance

Developed by

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**Indicative review
date**

Validity

Status

**Originating
organisation**

Original URN

**Relevant
occupations**

Suite

Key words