

The Project Lifecycle

HPAR7003

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The Project Lifecycle – Key Elements

- Project idea
- Project proposal (scoped and costed)
- Project initiation (start of project work, team formation)
- Project delivery (may be multiple stages of fieldwork/reporting)
- Project closure (archiving, evidence of outputs, lessons learned, handover to organisation)

In archaeological projects the key issues to consider are ensuring that initial costing and timescales take sufficient account of reporting, conservation and archiving, and the principle that changes may be needed as the project progresses.

The Project Lifecycle - MoRPHE



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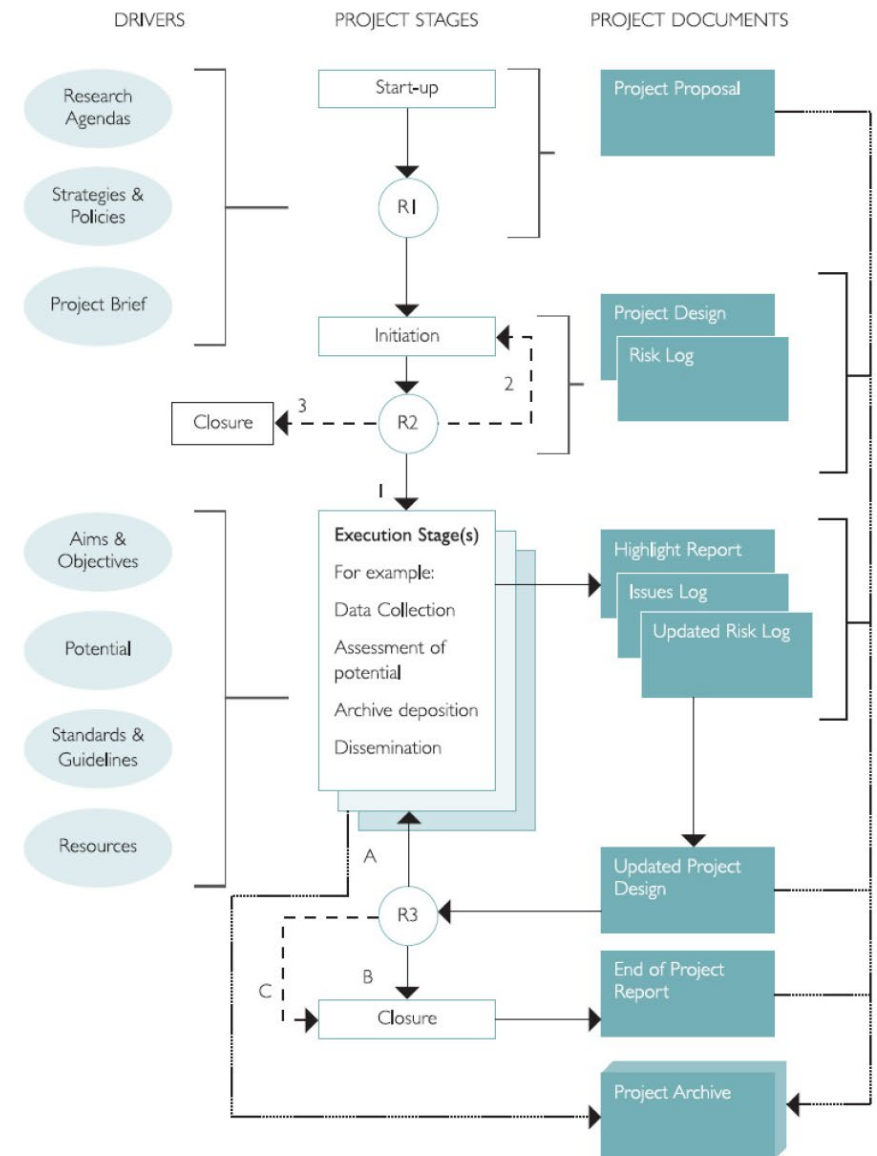
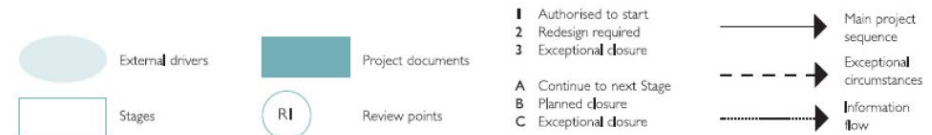


Figure 2 The Generic MoRPHE project model



Project Start-up (MoRPHE)

- Decision that a particular piece of work is necessary or desirable:
 - research agenda
 - an organisational target
 - management directive
 - recommendation from an earlier project
 - requirement of an ongoing programme
 - brief issued by a local-authority archaeologist or conservation officer.
 - identified informally, for example in discussion among colleagues

Tender Opportunities – HE

<https://historicengland.org.uk/services-skills/grants/our-grant-schemes/hpc/tender-opportunities/>

- Heritage Protection Commissions (HPC) provides opportunities to tender for projects that directly address the priorities outlined in [Historic England's Corporate Plan](#).
- All tendered projects are procured through our [e-procurement system In-Tend](#)(opens in a new window).
- <https://in-tendhost.co.uk/historic-england.aspx/Home>



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Important Information

As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add senders and check your spam filter settings. Thank you.

Message for suppliers responding to English Heritage Tenders - (please note Historic England has a new portal which can be accessed at <https://in-tendhost.co.uk/historicengland/asp/Home>)

From this web site you can

- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

How do I get started?

- To browse the list of tenders and quotations select the **Tenders** option. If you are interested in any of those listed, click the **View Details** button for further information and to express your interest.
- To gain full access to this web site you must register your [company / organisation](#) using the **Register** option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the **Login** option.



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Tenders

Search

- ☐ My Tenders ☐ Current
☐ Forthcoming ☒ Awarded
☐ Show all..

▲ ▼ Sort Title

▲ ▼ Sort Date documents can be requested until

Historic England Framework for Barristers (Planning Advice)

Date documents can be requested until: 22 Apr 2021 17:24
(UTC +00:00) GMT Standard Time

Description

Historic England wishes to appoint suitably qualified and experienced barristers to a panel that will from time to time be engaged to provide advice on planning matters. You are therefore invited to submit a written proposal in accordance with the requirements below at (1.1). Your proposal must be received by 5pm on 22nd April 2021 and shall remain open for acceptance for not less than sixty (60) days from such date.

Customer

Historic England

Awarded Date

17 May 2021

Awarded Procedure Type

Restricted

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Search results

We've found 7 notices

Keywords

Can include contract title,
description, buyer and supplier[▶ How can I do an advanced search?](#)

archaeology

^ Procurement stage

[▶ Definitions](#)

- | | | |
|-------------------------------------|--------------------|-----|
| ☒ | Early engagement | (0) |
| ☒ | Future opportunity | (0) |
| ☒ | Opportunity | (7) |
| ☐ | Awarded contract | |

^ Notice status

Sort results

Relevance

GB-London: Metrology microscope system for archaeologi...

Natural History Museum

Metrology microscope system for **archaeological** research for Natural History Museum**Procurement stage** Opportunity**Notice status** Open**Closing** 3 February 2022, 12pm**Contract location** London**Contract value** £25,000 to £50,000**Publication date** 14 January 2022

[Boston Archaeology Advice and Built Heritage Conservatio...](#)

Boston Borough Council

- Introduction
- 1. Where to find contract opportunities
- 2. Preparing your project design
- 3. Tender assessments, contract award and carrying out the project
- 4. Completing the project
- 5. Digital archiving
- 6. Online access to OASIS
- 7. Modern Slavery
- 8. Equality and diversity
- 9. Complaints Procedure
- Appendix 1 - Application Documentation
- Appendix 2 - Progress Documentation
- Appendix 3 – Accessibility

<https://historicengland.org.uk/images-books/publications/guidance-tendered-projects/>



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Guidance for Tendered Projects

Heritage Protection Commissions Programme



Introduction

1. Preparing your application
 2. Preparing your project design
 3. Agreeing and carrying out your project
 4. Completing your project
 5. Editorial work
 6. Publication Grants
 7. Storage Grants
 8. Digital Archiving
 9. Online access to OASIS
 10. National Planning Policy Framework assistance cases
 11. Modern Slavery
 12. Equality and diversity
 13. Complaints procedure
- Appendix 1 - Application documentation
Appendix 2 - Progress documentation
Appendix 3 - Disseminating and publishing your work
Appendix 4 - Business case and Public Value Framework
Appendix 5 - Accessibility

<https://historicengland.org.uk/images-books/publications/guidance-grants-projects/>



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Guidance for Grants Projects

Heritage Protection Commissions Programme



Project Start-up (MoRPHE)

- The objective of the Start-up Stage is to develop the initial decision into a Project Proposal:
 - ideally with as little cost (principally staff time) as possible
 - Project Proposals may be solicited from more than one contractor in response to a Project Brief (see Glossary) as part of tendering for a project

Project Proposal

- Project Name
- Background
- Research Aims and Objectives
- Business Case
- Methods Statements
- Stages, Products, Tasks
- Project Scope
- Interfaces
- Proposed Project Team
- Resources – Costs and Timescale

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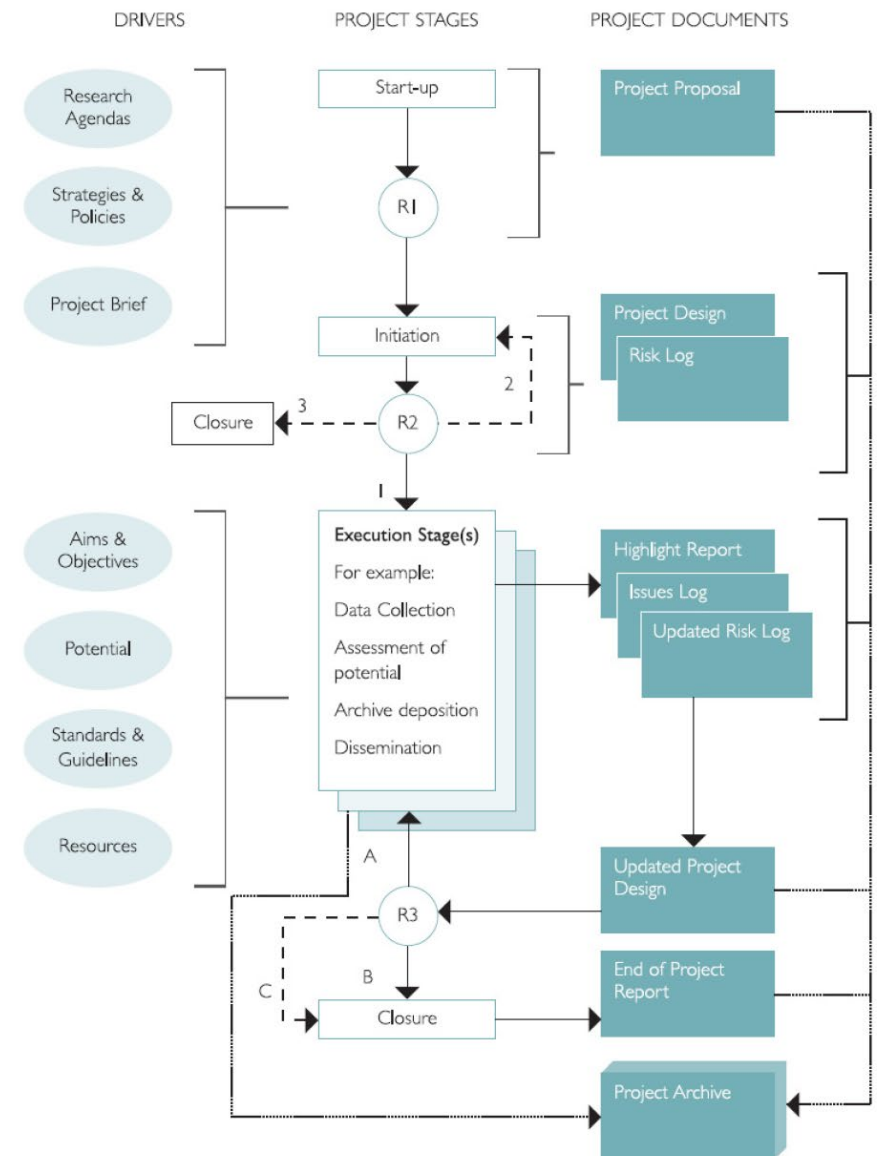


Figure 2 The Generic MoRPHE project model



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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1822 - 2022

Project initiation (start of project work, team formation)

- Development of Project Design
- Identification and Management of Risk
- Creation of an effective Project Team
- Planning of Products and Stages
- Management of Documentation

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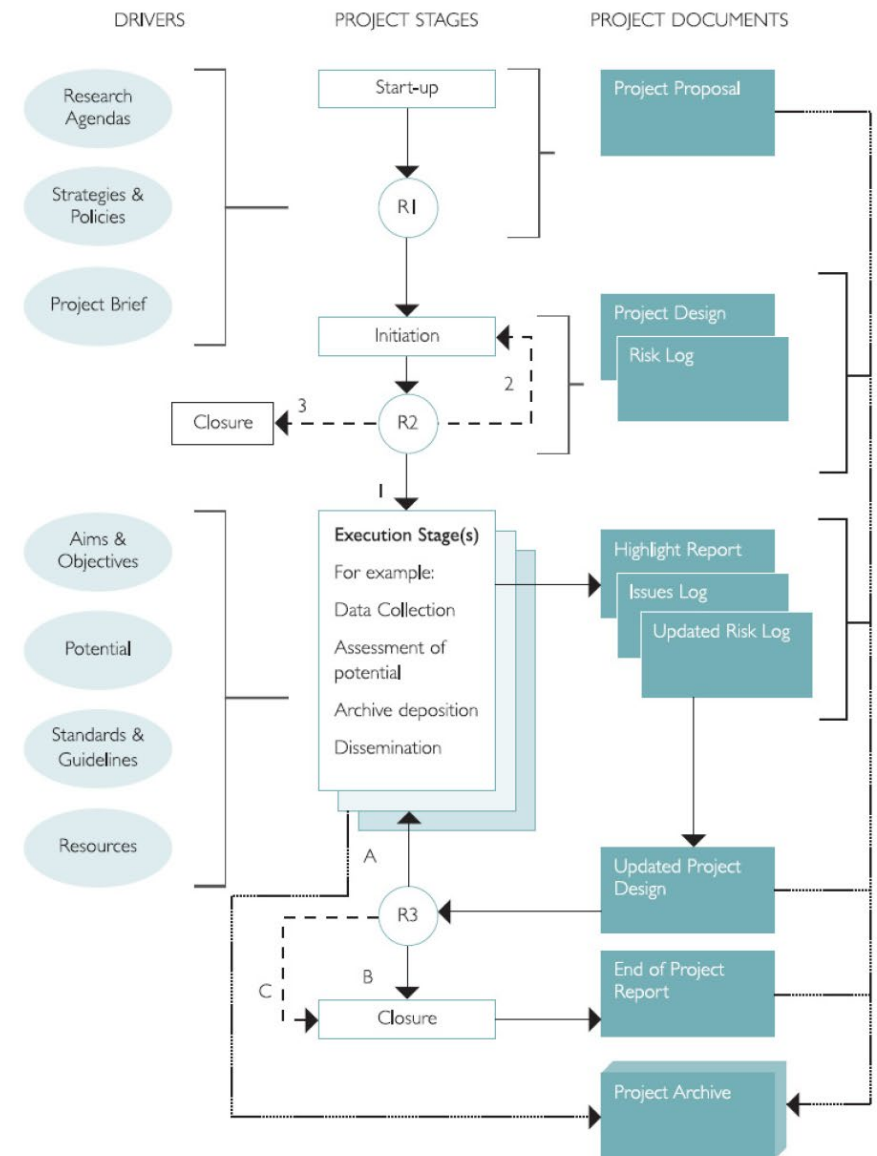
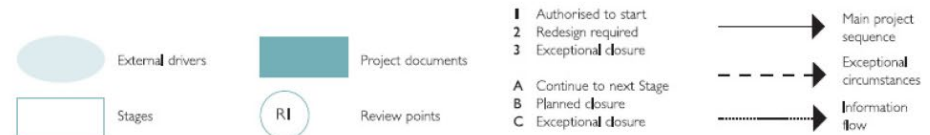


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Review

- At conclusion of Initiation Stage
- Project Design examined by Sponsors and (supposedly!) by those invited to participate in the Project Team
- Decision on whether project proceeds. Authorisation through Project Executive and Sponsors
- Financial arrangements. Staged payments linked to project stages / reviews

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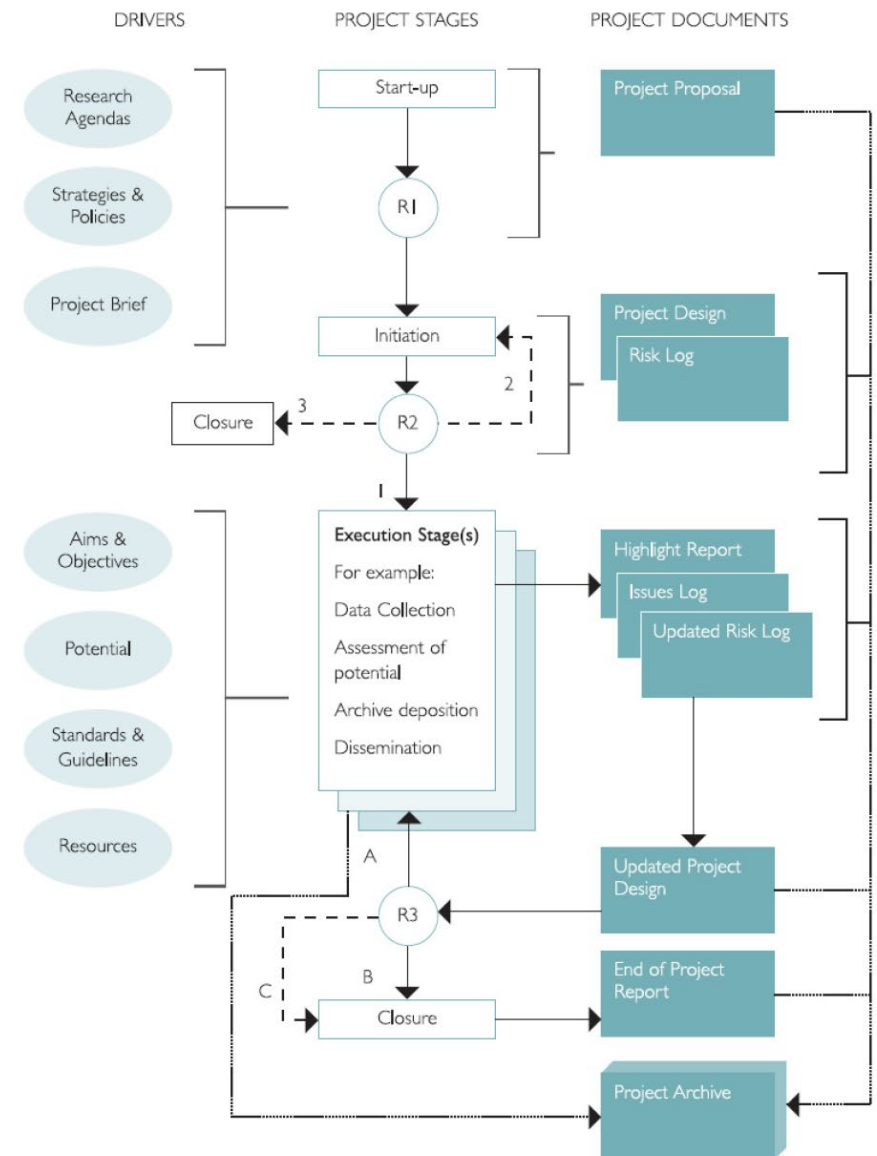
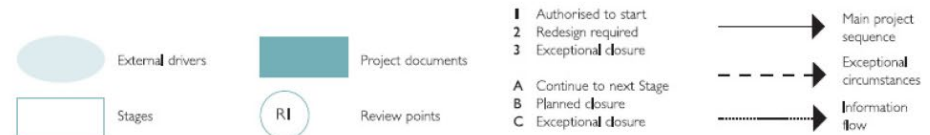


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Execution – undertaking research

- Project Executive to provide overall direction:
- Highlight Reports (produced by Project Manager) = Progress reports
- Review Points
- Continuous review
- Within team through Project Manager
- Involve Project Executive and Sponsors if Issues such as need for Variation
- Development of Updated Project Design if required

Execution – Archive Preparation

- Archive considerations should be addressed specifically in the Project Design
- The project archive should be systematically organised as it is acquired following current standards:
 - all physical evidence (artefacts, samples etc) and information (in all relevant digital or paper-based formats including, text, data, and images) collected in pursuit of project Aims and Objectives.
 - full detail on how the project reached its goals, including the Project Proposal, (Updated) Project Design, Risk Log, Issues Log, Highlight Reports and End-of- project Report.

Execution - Dissemination

- Signposting (e.g. OASIS)
- Case study – how project has been undertaken rather than its results – methodologies including project management
- Publication – peer-reviewed journal, academic monograph, online resource, exhibition
- Outreach – ‘wherever possible’! Local community engagement

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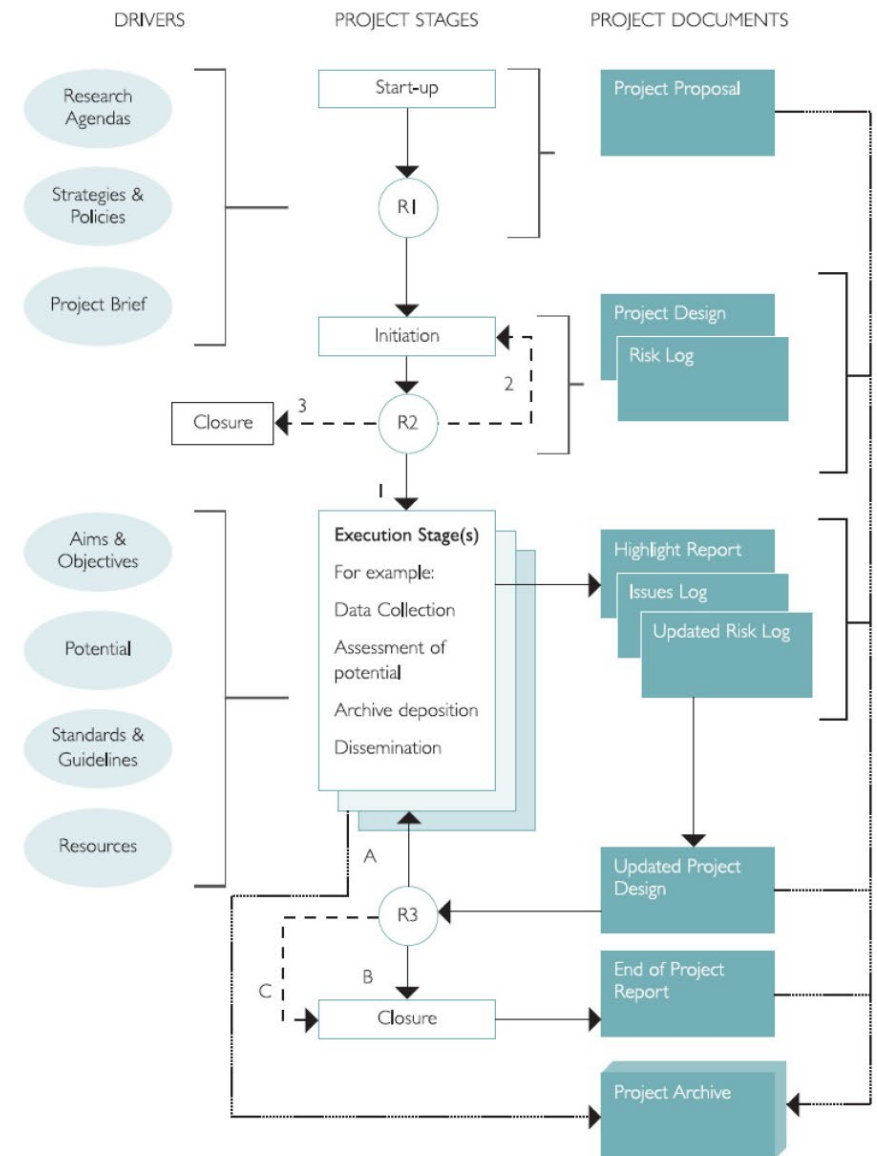


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- 1 Authorised to start
- 2 Redesign required
- 3 Exceptional closure
- A Continue to next Stage
- B Planned closure
- C Exceptional closure
- Main project sequence
- Exceptional circumstances
- Information flow

Review(s)

- At a minimum the review should involve the Project Executive, the Project Manager and Project Assurance (or Project Board). Where possible the wider Project Team and Stakeholders should be encouraged to participate. An open, honest review process is the aim.
 - An Updated Project Design should be prepared in advance
 - Aims and Objectives and the Business Case should be reviewed
 - Project status, Risk management, progress archive preparation and dissemination
 - Lessons learned

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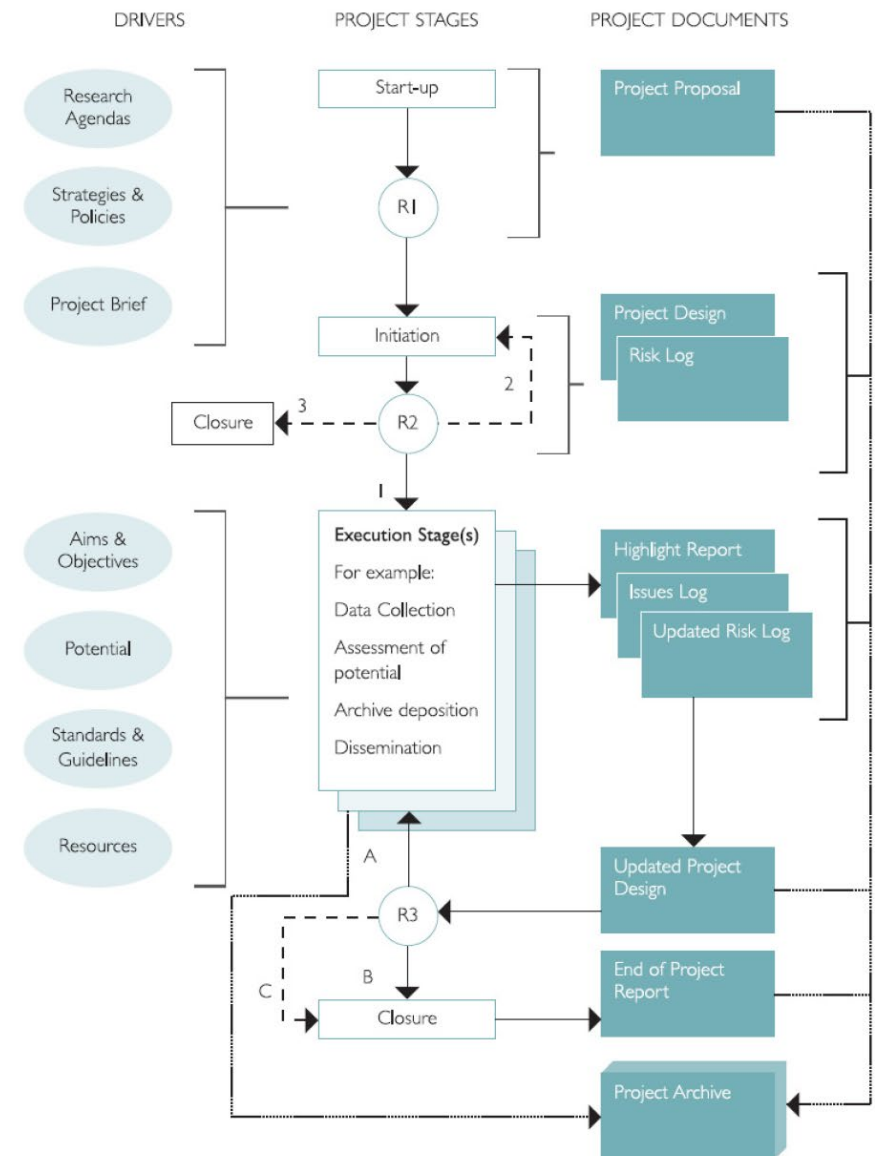
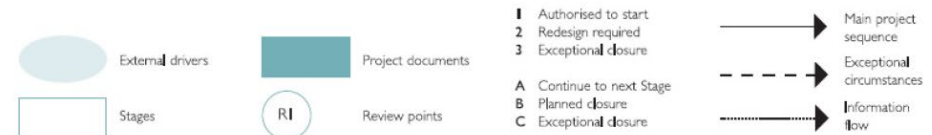


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Project Closure

- Agreed work covered by the Project Design has been completed
- Sponsors, stakeholders and all suppliers advised
- Temporary staff and contractors informed
- All invoices for work undertaken are received and paid
- Any useful lessons for later projects are documented
- Post-Project Evaluation Plan?
- End-of- Project Report to Sponsors and any Stakeholders or managers who have committed staff to the project

Beyond MoRPHE

- Commissioned Research
- Threat-led Research:
 - Start-up and initiation are well established and clearly specified in professional guidance (ClfA and ALGAO)
 - Project Brief issued by Local Planning Authority
 - Project Proposals solicited from contractors
 - Start-up concludes with review leading to selection of proposal / contractor
 - Initiation Contractor / LPA and applicant establish Project Design = Written Scheme of Investigation or Specification
- Research Programmes and Sub-programmes