

Management of Research Projects in the Historic Environment (MoRPHE)

HPAR7003

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MoRPHE– Session Structure

- MoRPHE online course – discussion and comments
- Management of Archaeological Projects (2) 1991
- The MoRPHE Project Manager's Guide 2006 / 2015
 - Overview
 - The Project Lifecycle
 - Adapting MoRPHE
 - Planning Techniques
 - Key Project Documents
- MoRPHE Project Planning Notes
- MoRPHE in Use
- MoRPHE Project Design Assessment

MoRPHE online course – discussion and comments



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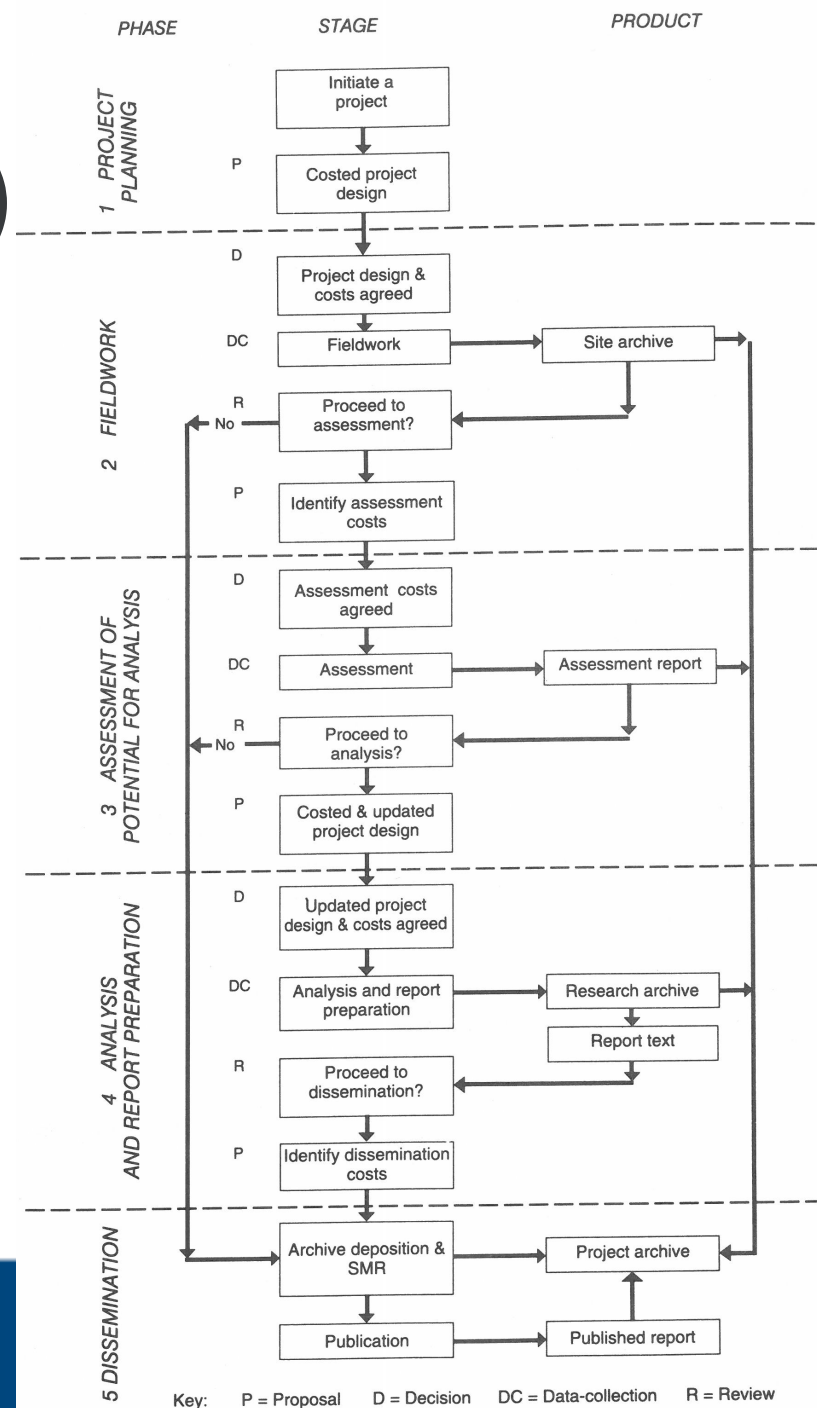
ur Maps

Working in projects using MoRPHE

A free distance learning course to help you apply the MoRPHE project management approach to your projects.

Management of Archaeological Projects (2) 1991

- Formal project management
- Context of large-scale excavation and post-excavation programme
- A model of for the management of archaeological projects
- Formalised project phases



Management of Archaeological Projects (2) 1991

- Project management techniques
- Specifications for documents
- Guidelines for the preparation of published reports

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The Generic MoRPHE Project Model



Management of Research Projects in the Historic Environment

The MoRPHE Project Managers' Guide

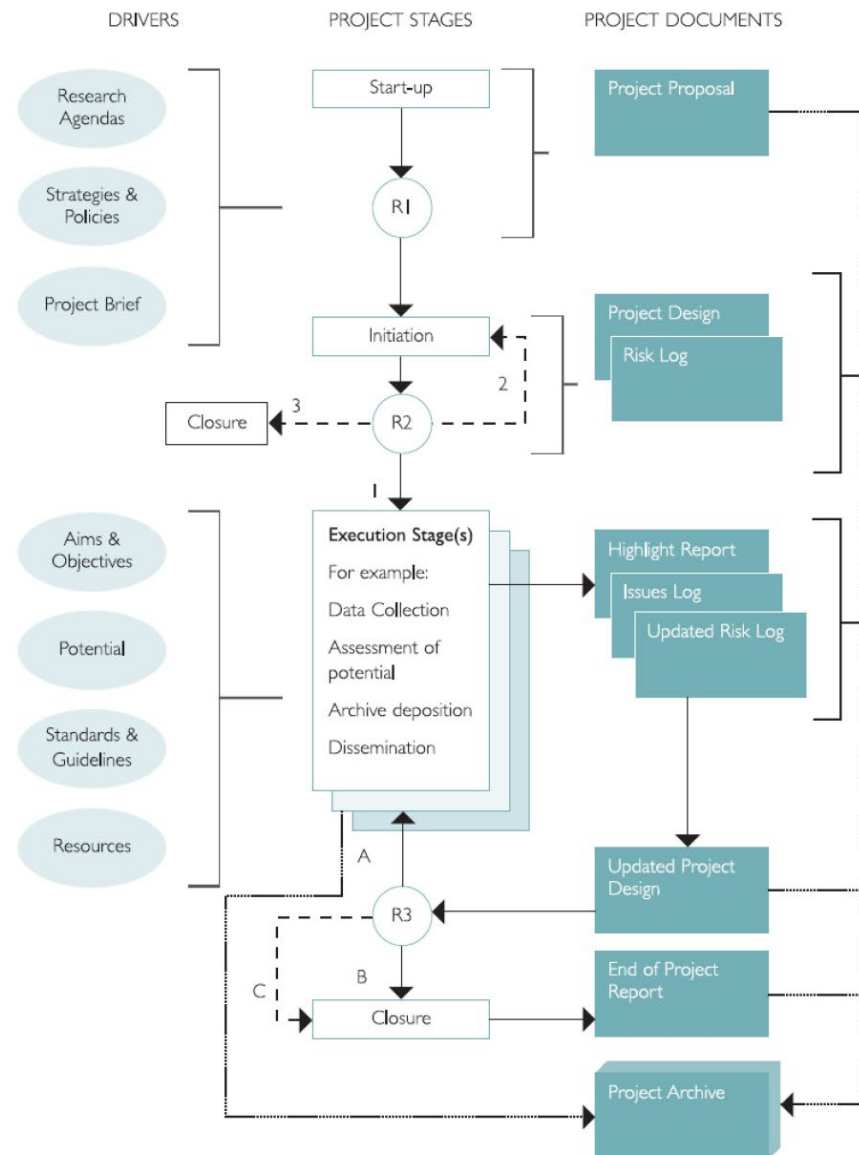


Figure 2 The Generic MoRPHE project model

MoRPHE Project Planning Note 1

- intended to be used in conjunction with draft guidelines
- A general progression from desk-based research followed by geophysical and/or diver-based survey is advocated, with targeted ground-truthing (e.g. diver investigations) drawing heavily on the information gathered in the desk based and geophysical work.

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PPN 1: Marine Archaeological
Geophysical Survey

Version	Date	Comments
2.0	May 2011	2 nd edition with enhanced risk, stage and product details

MoRPHE Project Planning Note 1

- Useful techniques for estimating time and budget
- Risks and their management
- Likely list of products or outcomes
- Likely project stages
- Team Structure and Skills
- Project Design

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PPN 1: Marine Archaeological
Geophysical Survey

Version	Date	Comments
2.0	May 2011	2 nd edition with enhanced risk, stage and product details

Table 1. Typical stages and products in a marine geophysical survey project

Stage	Research and project management products	Archive products	Dissemination products
Start up	Project Proposal		
Review Point R1: Are the research objectives clear and in line with relevant research programmes? Is the research area defined? Are likely target vessel type, age, construction considered?			
Initiation	Project Design	Digital archive identified and agreed	
	Risk Log	File formats agreed	
	Survey contractor appointed / research team identified	Site / survey number assigned	
	Survey vessel identified and use costed		
	Risk assessment performed		
	Appropriate training received		
	Methods statement completed		
Review Point R2: Have all project team got relevant safety training? Is survey vessel appropriate? Does schedule allow appropriately for weather related stand-by time?			
Execution Stage 1 Desk based assessment	DBA report		OASIS entry created
	Updated Project Design		
Review Point R3.1: Have all appropriate sources been considered? Are results of DBA reflected in Updated Project Design?			
Execution Stage 2a Pilot test survey (optional)	Test survey completed	Test of archive arrangements completed	
	Updated Project Design		
Review point R3.2a: Are results of the test reflected in the Updated Project Design?			
Execution Stage 2b Full survey	Survey data collected	Survey data archive established / updated	OASIS entry created / updated
	Assessment of survey data		Survey report drafted
	Updated Project Design		Dissemination plan drafted
	Highlight report		

Review point R3.2b: Is survey data suitable for the research questions asked? Is a site revisit needed? Does site archive meet requirements of digital archive?

Execution Stage 2c Additional site revisit (optional)	Additional survey data collected.	Survey data archive updated	
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Review point R3.2c: Is survey data suitable for the research questions asked?

Execution Stage 3 Data processing and analysis	Processing and analysis completed	Research data archive created	Survey report drafted*
	Update Project Design		Dissemination plan completed
	Highlight report		

Review point R3.3: Has analysis provided new understanding in line with research objectives? Are survey and research archives ready for transfer? Is dissemination plan appropriate?

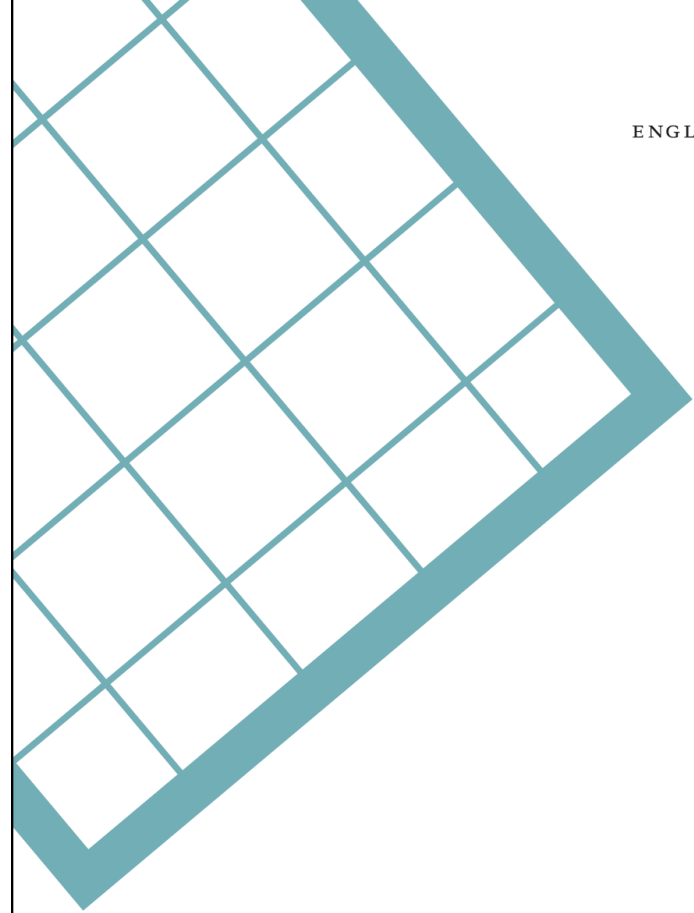
Execution stage 4 Archive and dissemination		Survey data archive and Research data archive transferred to digital archive	Survey report completed*
			Main report completed*
			Dissemination activities
			OASIS entry completed
			Project data submitted for charting use

Review Point R3.4 Is all data securely archived?

Closure	Research agendas updated	Project management archive completed	
	End of project report*		

MoRPHE Project Planning Note 2

- The term ‘controlled vocabulary’ covers a variety of forms. These include classification schemes, simple wordlists and more complex polyhierarchical thesauri.
- used to index information held in information systems such as historic environment records, context record databases or museum collection catalogues. Use of a controlled vocabulary improves the accuracy of information retrieval. Their use may also be a requirement of national and/or internationally recognised data standards.



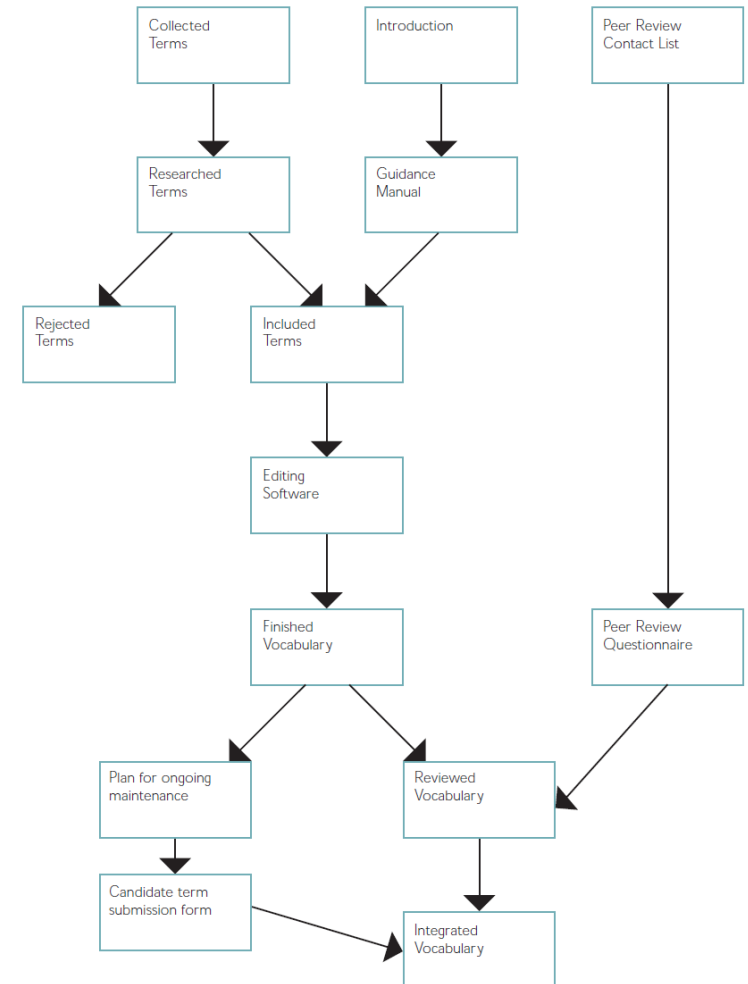
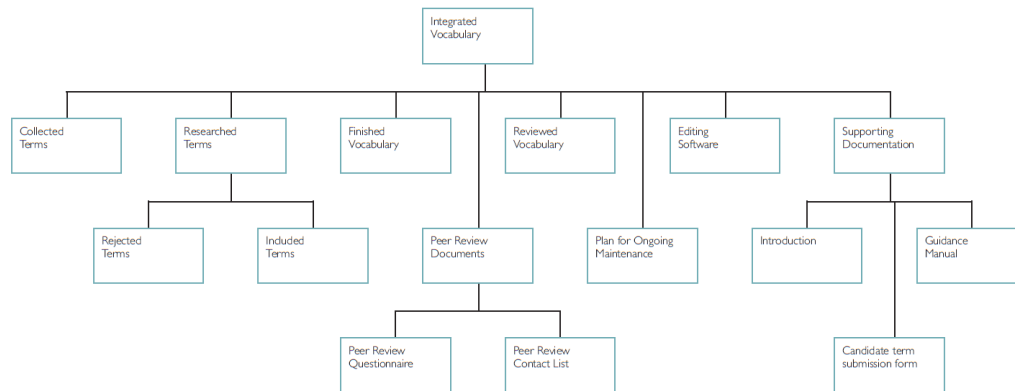
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MoRPHE Project Planning Note 2
Developing Controlled Vocabularies

Version	Date	Comments
1	May 2006	First published version

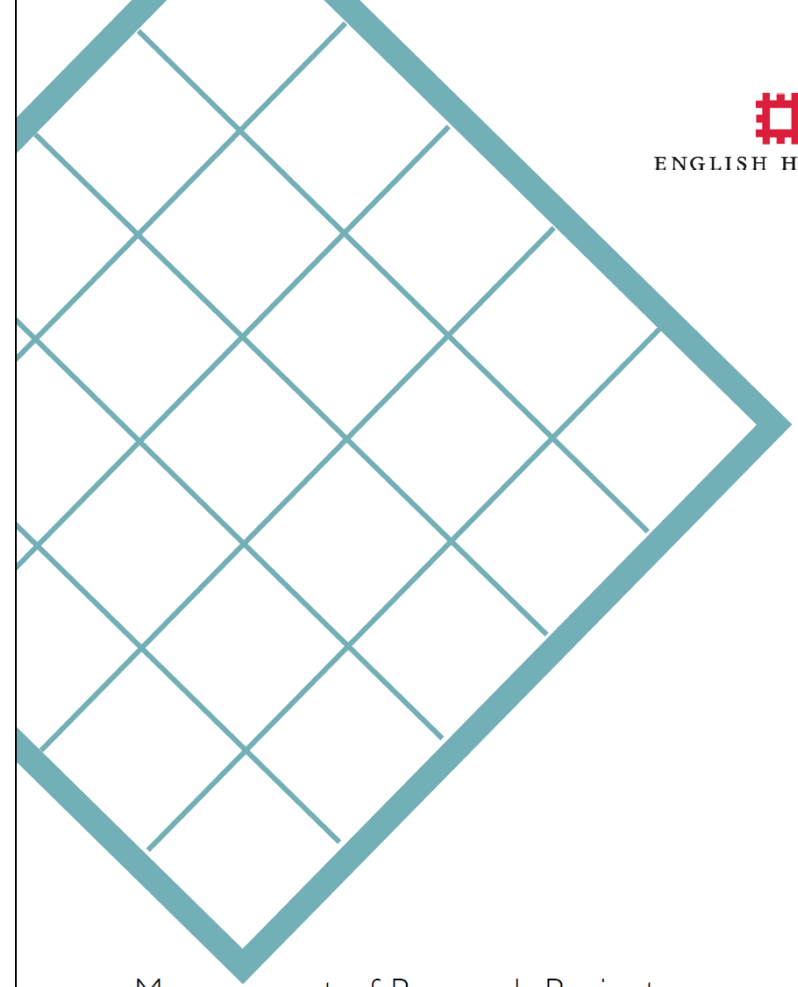
MoRPHE Project Planning Note 2

Fig. 2 Product flow diagram of the specialist products created for a controlled vocabulary

Fig 1.Product breakdown structure of the specialist products created for a controlled vocabulary



MoRPHE Project Planning Note 3



Management of Research Projects
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PPN 3: Archaeological Excavation

Version	Date	Comments
1.0	January 2008	1 st published version

MoRPHE Project Planning Note 3

Table 1. Typical stages and products for an excavation project

Stage	Research products	Archive products	Dissemination products
Start up	Brief from curatorial archaeologist / sponsor Proposal from contracting archaeologist / research team		
Review Point R1: Are the objectives clear and in line with relevant research programmes, sub-programmes and national and regional agendas?			
Initiation	Methods statement completed by research team and specialists. Site access agreement signed	Project Management Archive created Archive repository identified	Communication with specialists Communication with stakeholders
Review Point R2: Is the Project Design achievable? Is it complete in line with current advice? Is the proposed methodology appropriate?			
Site evaluation (optional)	Evaluation report Updated Project Design reflects Evaluation Report	P1. Site Archive established*	OASIS entry created Evaluation report circulated
Review Point R3.1: Does evaluation justify proceeding to Fieldwork?			
Fieldwork and assessment of potential for analysis	Site infrastructure established Field research completed Conformance to standards checked. P2. Assessment Report* Monitoring visits made. Updated Project Design reflects Assessment Report	P1. Site Archive established / updated*	OASIS entry created / updated Report drafted Dissemination plan drafted Outreach work completed

Table 1. cont.

Review point R3.2: Is the site archive complete? Does assessment merit full analysis or should the project proceed to Dissemination stage? Is the Updated Project Design appropriate?			
Analysis	Analysis and understanding completed	P3. Research Archive created*	OASIS entry updated Report updated Dissemination plan updated
Review Point R3.3: Analysis complete in line with project objectives? Has analysis delivered an enhanced understanding? Site Archive and Research Archive ready for deposition? Dissemination plan approved? Report text prepared in line with dissemination plan?			
Dissemination	Editorial work completed	Site and Research Archive deposited	OASIS entry completed Referee comment on Report Report published
Review Point R3.4: OK to close project? Can recommendations for future research be made?			
Closure	Research agendas updated Procedural guidance updated	Project Management archive completed	

MoRPHE Project Planning Note 3

Table 1. Typical stages and products for an excavation project

Stage	Research
Start up	Brief for archae
	Propo archae team
Review Point R1: Are the objectives national and regional agendas?	
Initiation	Methodology compl team a
	Site ac signed
Review Point R2: Is the Project Design methodology appropriate?	
Site evaluation (optional)	Evaluat
	Updati reflect
Review Point R3.1: Does evaluation justify fieldwork and assessment of potential for analysis	
	Site inf establish
	Field n
	Confor checke
	P2. As
	Monitc
	Updati reflect

Table 1. cont.

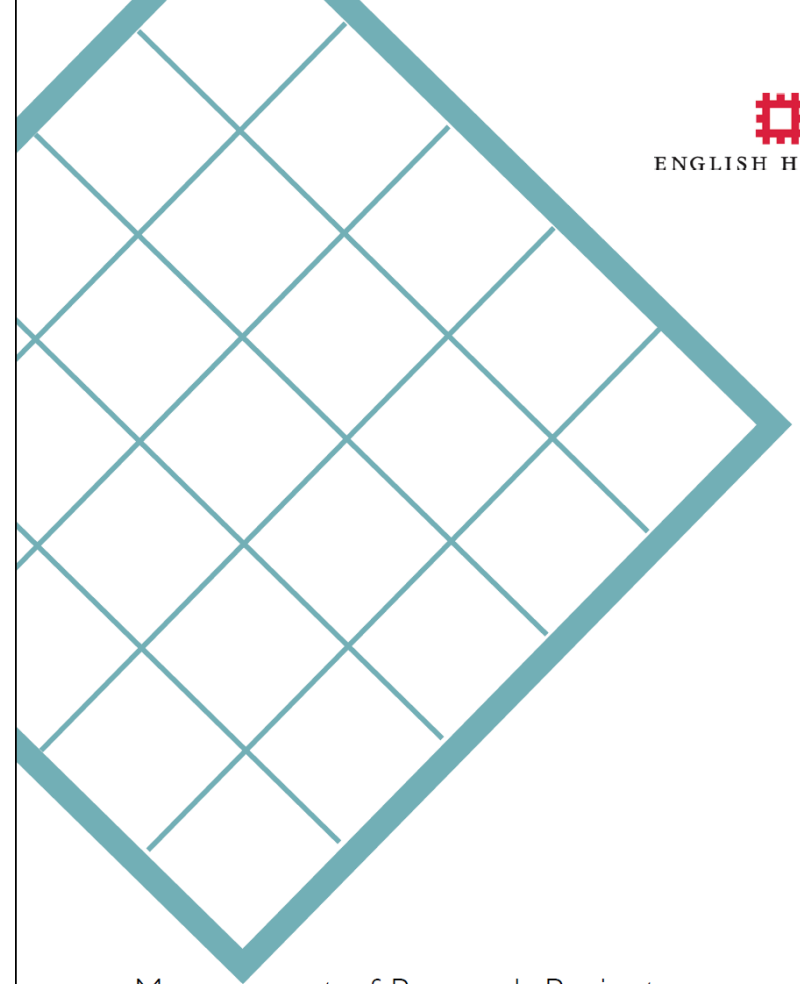
Review point R3.2: Is the site archive complete? Does assessment merit full analysis or should the project proceed to Dissemination stage? Is the Updated Project Design appropriate?			
Analysis	Analysis and understanding completed	P3. Research Archive created*	OASIS entry updated Report updated Dissemination plan updated
Review Point R3.3: Analysis complete in line with project objectives? Has analysis delivered an enhanced understanding? Site Archive and Research Archive ready for deposition? Dissemination plan approved? Report text prepared in line with dissemination plan?			
Dissemination	Editorial work completed	Site and Research Archive deposited	OASIS entry completed Referee comment on Report Report published
Review Point R3.4: OK to close project? Can recommendations for future research be made?			
Closure	Research agendas updated Procedural guidance updated	Project Management archive completed	

MoRPHE Project Planning Note 3

- In detail review – see PDF



ENGLISH HERITAGE



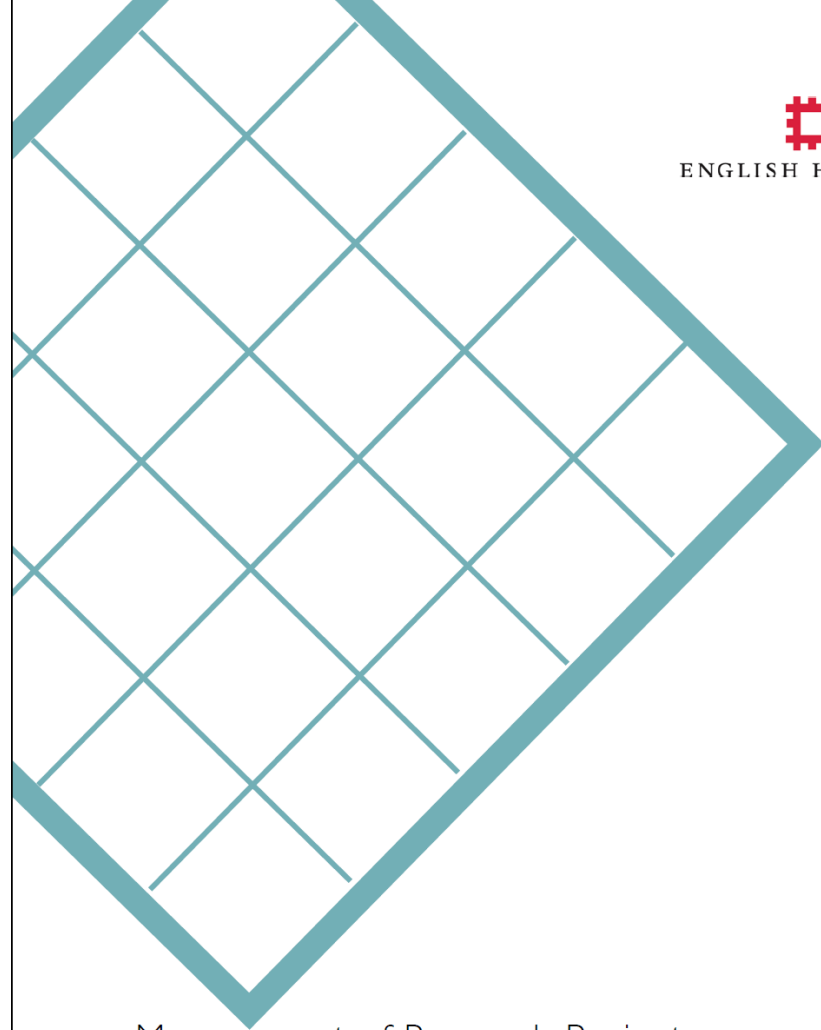
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PPN 3: Archaeological Excavation

Version	Date	Comments
1.0	January 2008	1 st published version

MoRPHE Project Planning Note 4

- Specific guidance on appropriate levels of historic building recording is set out in the English Heritage publication *Understanding Historic Buildings: a guide to good recording practice*
- Planning
 - Setting Objectives
 - Useful techniques for estimating time and budget
 - Risks and their management
 - Likely list of products or outcomes
 - Likely project stages
 - Team structure and skills
 - Project Design



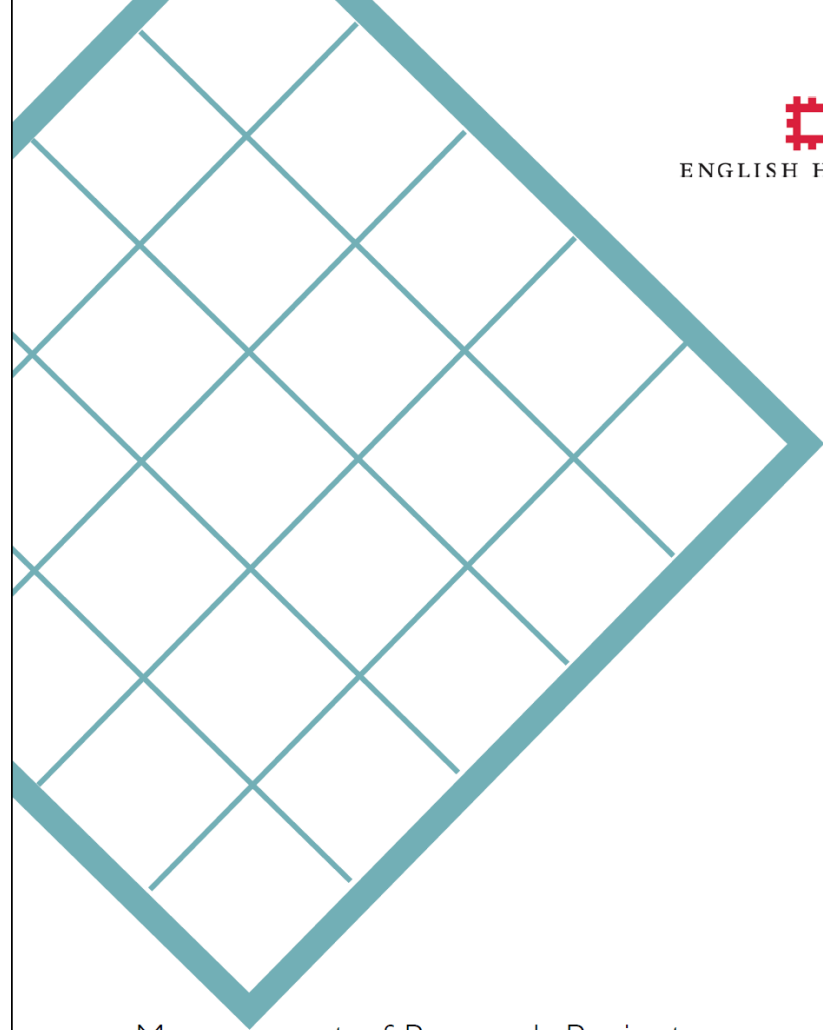
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PPN 4: Complex Architectural Survey

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1.0	January 2008	1 st published version

MoRPHE Project Planning Note 4

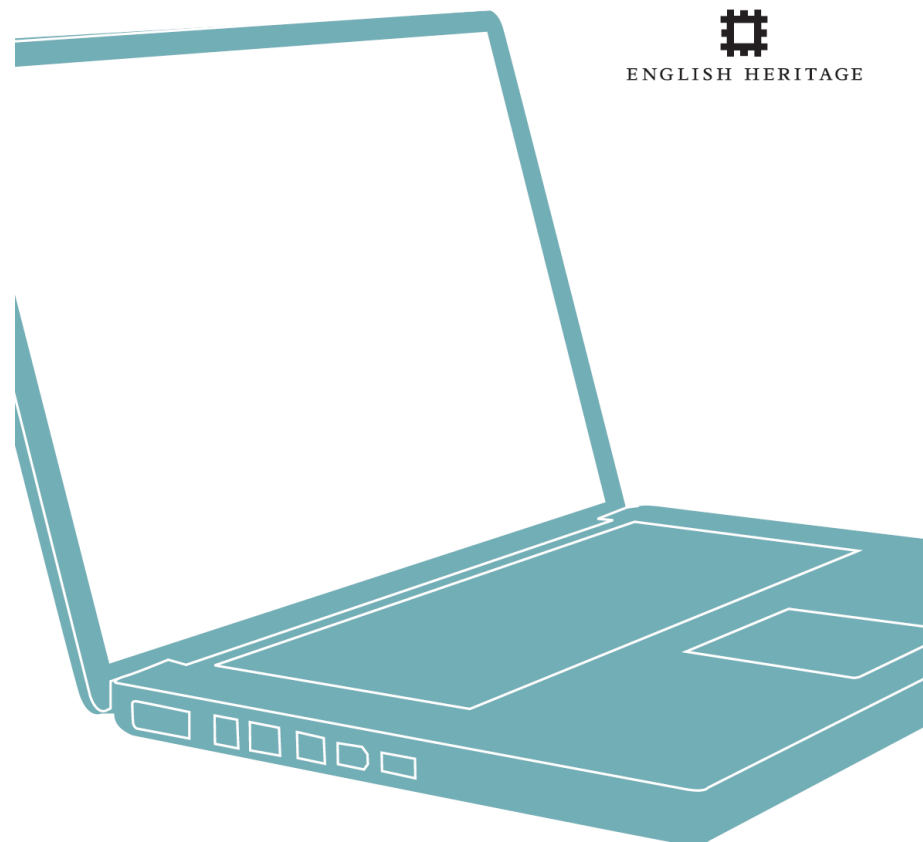
- Project Execution
- Review
 - Relevant standards and guidelines
 - Approaches to assessment of quality
 - Communication to support continuous review
 - Documentation of agreement during the project
- Archive and Dissemination



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PPN 4: Complex Architectural Survey

Version	Date	Comments
1.0	January 2008	1 st published version



Management of Research Projects in the Historic Environment MoRPHE Technical Guide 1 Digital Archiving & Digital Dissemination

Version	Date	Comments
1	May 2006	First published version

START UP

IMPLEMENTATION

ASSESSMENT

DISSEMINATION / ARCHIVE

CLOSURE

