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The Three Barrows II.
Archaeological Investigations (evaluation trenching) at the MLI60930 Bronze
Age barrow cemetery, Washingborough, North Kesteven, Lincolnshire.

(Assessment 3)

Archaeological Project Design and Delivery (HPAR7003)

(Humanities)

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Bronze Age barrow cemetery, Washingborough, North Kesteven,
Lincolnshire.

Prepared on Behalf of:
Lincoln County Council

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The Three Barrows II.

Archaeological Investigations (evaluation trenching) at the MLI60930 Bronze Age barrow cemetery, Washingborough, North Kesteven, Lincolnshire.

Introduction

The following document, proposes an investigation strategy to recover (and safeguard) archaeological data from a group of barrows within the Witham Valley prehistoric burial ground (MLI60930) (Lincolnshire HER) severely affected by modern ploughing. This document is prepared as a Project Design for The Three Barrows II. excavation project. The project design will establish a high standard and quality of the delivery of the project on behalf of the Lincolnshire County Council and the Planning Archaeologist. The investigation will comprise an archaeological evaluation to characterise the damage, to safely preserve by record the enduring evidence and, consequently, avoid the further impact of modern farming on the remains. The main initiative of the project is to recover and provide information for further research and public benefit (Wilkins et al 2016, pp. 7-8). The document is divided into two parts; *Part 1.* sets out the research aims and objectives, the project scope, while *Part 2.* identifies the key roles and responsibilities of the project team, outlines the methodology and describes the stages of the work, with start and end dates for the planned tasks, including archiving and dissemination as well as the estimated total cost of the project. The document was compiled using the *Management of Research Projects in the Historic Environment: The MoRPHE Project Manager's Guide* (Historic England 2015), *Project Design for a Community Archaeology Project - Barrowed Time* (Wilkins et al. 2016) and *Evaluation Strategies, Stage 1 – understanding current practice and encouraging sector engagement (EVALS1)* (Nixon 2020).

Part 1. Description of the Project

1. Summary description

The valley of the river Witham played a very important part in the life of the prehistoric communities during the late Neolithic and early Bronze Age witnessed by the large numbers of surviving barrow monuments; however nowadays some of these are threatened by modern agriculture. The evaluation trenching of the three round barrows of the MLI60930 barrow cemetery is a project that stemmed from this risk. The document is a Project Design proposal for a threat-led field research project inviting the local community to take part in the archaeological works. The evaluation trenching is planned to shed light on occurring destruction by intensive farming so that similar features may be protected by scheduling. The other aim of the project is to reach out to people and raise awareness of the local historic environment and landscape.

2. Background

Planning Background

The project has been designed in response to the threatened nature of the MLI60930 barrow cemetery. The cemetery consisted of seven barrows, three were investigated before the construction of the Lincoln Eastern Bypass in 2017, while the other four were not affected by the scheme. Three of the remaining monuments are located on a field where frequent agricultural activities take place; they are identifiable and can still be seen as low mounds (Rylatt 2004, p. 11). The fourth barrow is not on an arable field, its preservation in-situ is feasible for the foreseeable future. The prehistoric barrow monuments along this section of the river Witham are not under scheduled protection (Historic England 2024a). Due to the nature of the agricultural use of the land, and recognising the worsening condition of these monuments, the project team came together in January 2023 to develop a project proposal (Three Barrows I.) to assess the cemetery with Lincolnshire County Council involving the local community. The Execution Stage of the project Three Barrows I. was completed in February 2023, when a non-invasive small scale investigation was undertaken in the form of geophysical survey, field walking and metal detecting survey with the help of local volunteers. The systematic field walking and metal detecting was set out to assess the condition of the barrows and the damage caused by farming. The first stage of the evaluation took place after the land was ploughed. The freshly turned soil revealed several worked flints (tools, debitage), pottery fragments dating to the early Bronze Age and small fragments of copper-alloy objects. These were recorded, surveyed and collected from the surface. The dense scatter of finds highlighted the vulnerability of the monuments, resulting in recommendation for further archaeological investigations. The project Three Barrows II. And its project design is the outcome of the results of the previous project Three Barrows I.

Project Background

In 2003, in preparation for the construction of the Lincoln Eastern Bypass, a series of archaeological investigations (geophysical survey, targeted auger survey etc.) took place followed by a programme of archaeological trial trenching undertaken by Pre-Construct Archaeology (Lincoln) (Rylatt 2004, p. 3). Trench 34 (Field E) which targeted one of the barrow mounds of the MLI60930 cemetery has shown a great potential of archaeology with finds dating from the late Mesolithic, late Neolithic, and early Bronze Age (Rylatt 2004, p. 114).

After the evaluation phase, in 2016, a large-scale excavation started along the proposed route of the Lincoln Eastern Bypass by Network Archaeology Ltd. The two and a half years long excavation project unearthed a vast number of archaeological features and finds dating from the Mesolithic to the post-medieval period. Three of the seven Bronze Age burial monuments from the MLI60930 barrow cemetery group were within the proposed route, therefore their investigations were inevitable. The results of the archaeological assessment and analysis are forthcoming.

Archaeological and Historical Background

Dr Peter Chowne has been studying and researching the prehistoric monuments in the river Witham valley using aerial photographs, LIDAR and fieldwalking evidence; he identified the MLI60930 barrow cemetery as Canwick/Washingborough group (Chowne 2015, p. 132). Thanks to his research and the variety of non-invasive surveys carried out we know that there are several prehistoric barrow monuments along the River Witham in Lincolnshire and only very few of these features have been investigated by archaeological excavation (Chowne 2015, p. 125). These mounds seem to form a number of small cemeteries that appear to relate to each other across the river (Rylatt 2004, p. 11). A group of eleven round barrows has been identified to the north of the river (MLI52841) along with a possible neolithic long barrow (MLI52460) (Rylatt 2004, p. 11; Lincolnshire HER). Find spots in the vicinity of the barrow cemetery include a primary series collared urn discovered in a sand borrow pit during the construction of the railway. It is possible that the urn comes from a nearby destroyed barrow (Chowne 2015, p. 132-133). Fragments of Bronze Age pottery, scatters of flint tools, two Middle Bronze Age palstaves (MLI61540) and several late Bronze Age swords have also been discovered in the area (Rylatt 2004, p. 11; Lincolnshire HER 2024).

Deposits of late Bronze Age and early Iron Age material have been discovered in the vicinity of the Washingborough pumping station. Field walking in the area resulted in a significant amount of handmade pottery sherds (MLI60462) (Lincolnshire HER 2024), while excavations revealed a decorated antler cheek piece from a bridle, pottery, human and animal bone, and worked wood which may indicate a settlement in the area (Rylatt 2004, p. 11).

An early Iron Age causeway was excavated further east of the River Witham at Fiskerton believed to have late Bronze Age origins. The archaeological remains were very well-preserved including rows of wooden posts and planks forming a structure of a low causeway and archaeological finds such as deliberately deposited votive offerings, swords, spearheads, shield fittings. Animal bones, human remains and two log boats were also recovered. The site was in continuous use from 457/456 BC with at least nine phases of construction until the abandonment in the second and first century BC. Roman finds dating from the late first century AD showed the re-use of the area as the deposition of objects continued (Field et al. 2001, pp. 16-32; Field and Parker-Pearson 2003). Further crossing points and causeways dating from the Bronze Age have also been identified along the river Witham, such as in Lincoln Stamp End, which located west from the MLI60930 barrow cemetery (Stocker and Everson 2003, p. 275) Interestingly, the modern route of the bypass runs across the narrowest section of the river valley, which would have the same strategic importance in the past, giving an ideal location for a crossing point and may be associated with trackways (Rylatt 2004, 12).

3. Research aims and objectives

The main goal of the project is to characterise the monuments and their environment through intrusive archaeological investigation by using the results of the non-invasive investigations, as well as draw attention, how modern farming methods can affect the condition of unprotected archaeological remains. The research aims and objectives will provide the foundation for the categories (method statement, stages, products and tasks) (Heritage England 2015) discussed in the second part (Part 2.) of the project design (Wilkins et al. 2016).

Aim 1.

Identify the ‘pre-barrow activities’, establish the chronology, investigate the construction, define the place of the monuments within the prehistoric landscape and observe the destruction caused by farming methods

Aim 1. will be executed with a programme of targeted evaluation trenches with the purpose of identifying and investigating any archaeological and other (natural) features occurring within the trench, as well as collecting samples for the palaeoenvironmental assessment. To achieve these goals, the trenches will be set out to investigate the key points of the site and to obtain the utmost information to answer the following research questions.

Q1. Can we establish chronological phasing, including the presence of earlier and later features and structures (Wilkins et al. 2016)?

Q2. How were the barrows made and can we observe more than one method of construction?

Q3. Can we define a sequence of the monuments during the evaluation stage?

Q4. What are the typical and atypical features on site (Wilkins et al. 2016)?

Q5. What is the landscape setting of the barrows, and how did this influence the design and development (Wilkins et al. 2016)?

Q6. What earlier and later archaeological activities can be observed within the investigated area and how these affected the earlier burial mounds?

Q7. Can we observe any continuity or gradual changes in the relation of the features and material culture?

Q8. What level of physical damage is caused by modern farming can be noted in the archaeological environment and is it possible to control or change the level of destruction?

Q9. What can be preserved in-situ?

Aim 2.

Establish the character of the environment, the archaeological and palaeoenvironmental conditions

The samples and finds recovered from the excavation phase (Aim 1.) will be assessed by using the relevant palaeoenvironmental and archaeological techniques.

Q10. What artefacts are recovered from the site?

Q11. What is the condition of the surviving archaeological and palaeoenvironmental material (Wilkins et al. 2016)?

Q12. Can the dating evidence recovered from the samples help us to set a timeline?

Q13. Can the palaeoenvironmental data indicate any domestic or funeral activities at the site or nearby (Wilkins et al. 2016)? (Settlement or cremation pyre etc)

Q14. How was the environment in the Bronze Age period exploited?

Aim 3.

Results and dissemination

The information collected, assessed and analysed from the first stage (non-invasive investigations), Aim 1. and Aim 2. can be used to enrich the previous results (Lincoln Eastern Bypass) and form a more detailed picture about the prehistoric barrow cemeteries in the Witham Valley. It can help to set out further research in the area as well as make recommendations regarding the conservation of these monuments.

Q15. What new information can be added to the existing research within the Witham Valley?

Q16. How can the recent investigation relate to the Lincoln Eastern Bypass excavations?

Q17. How important are these monuments and what can be done to protect and conserve the others within the Witham valley?

Further research questions may be used from the Updated Research Agenda and Strategy for the Historic Environment of the East Midlands (Knight et al. 2012) and the relevant The Research Frameworks website (2024) as well as Network Archaeology will be approached for the assessment of the project.

4. Business case

One of the main aims is to rescue the heritage assets under threat and make sure that the information and material culture they hold will survive and increase our understanding and knowledge of this important prehistoric landscape. Furthermore, it is also our goal to ensure that other monuments under threat will be protected and conserved, not only within the Witham Valley, but in the whole region. The research programme *'has the potential to generate insight and recommendations with a local and national applicability, assisting the Client and Statutory Stakeholders in establishing best practice conservation and management measures'* (Wilkins et al. 2016, p. 14).

The project was planned to involve the local community by inviting them to take part in field walking, metal detecting and evaluation trenching. The motivation behind the public involvement is that it may increase public awareness and support, as well as providing educational benefits and involvement in further research programmes, and contribute to socio-economic growth (Wilkins et

al 2016, p. 14; Nixon 2020, p. 10). The second stage (subject of this project design) will also involve members of the public who are interested in taking part in the archaeological works.

5. Project scope

The Project Design sets out the second stage of the archaeological works to be undertaken and provides the relevant management information to the decision makers. The aim of the design is to add to the future management, research presentation and propose strategies for the conservation of the monuments (Wilkins et al. 2016, p. 16). This will be achieved by the excavation of three trial trenches. As non-invasive archaeological investigation was carried out during the first phase of the project (The Three Barrows I.), these will be excluded at this stage with the exemption of metal detecting (see Method statement in Appendix).

6. Interfaces

There is an important interface between the ‘Three Barrows’ project and the excavations carried out on the route of the Bypass by Network Archaeology Ltd. (NAL), which affected three burial mounds. By liaising with the project team and the specialists behind the post-excavation work, important information can be shared to benefit both parties. The collaboration can be a good occasion to determine the possible outcome of the evaluation, produce new and additional data, elevate the potential of the schemes, add value to the project and ensure that the datasets created can be accessed and compatible, but more importantly communication will enable the teams to *‘consider practical proposals for the future development, curation and benefits of the datasets resulting from each project’* (Nixon 2020, p. 13).

7. Communications

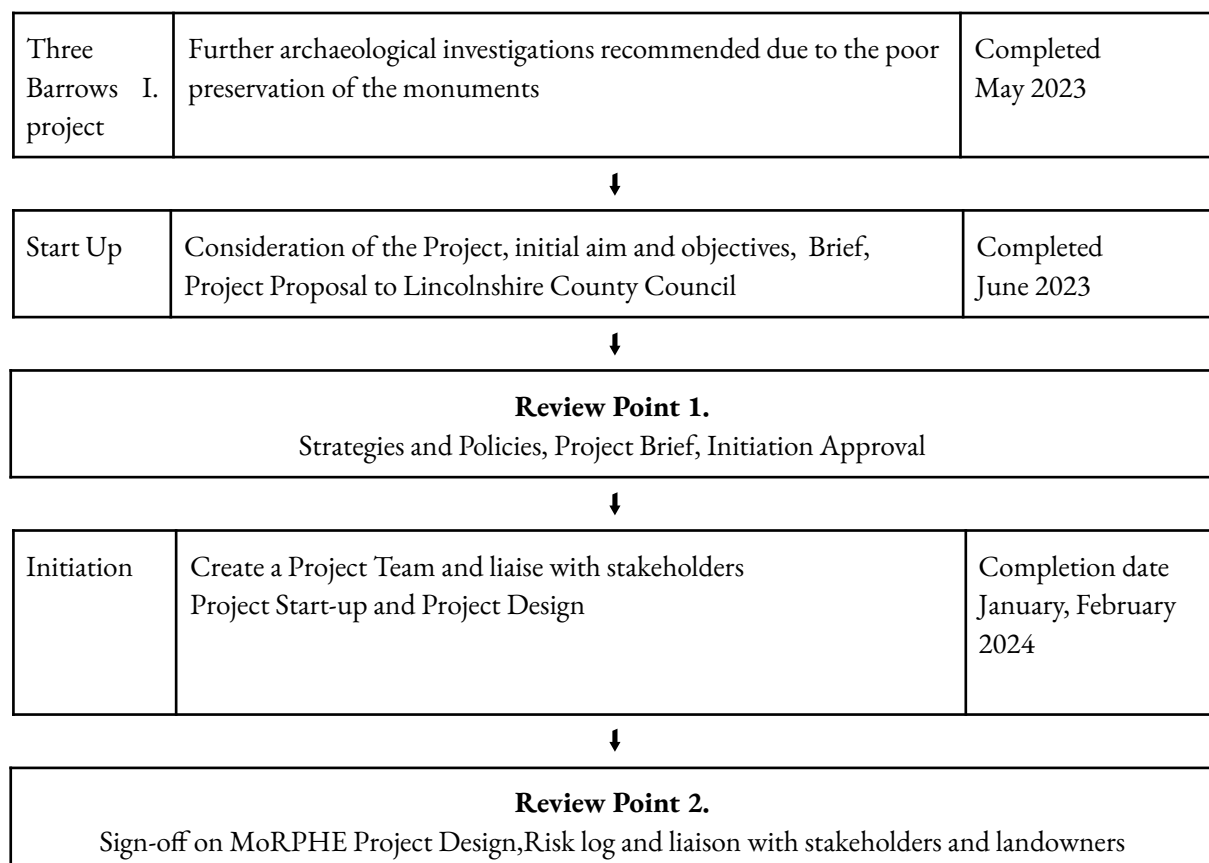
As referred above, this project requires continuous engagement with the core team, management, stakeholders, specialists and Network Archaeology Ltd. The internal communication including the team members and management will be held in person through scheduled meetings or online, via emails. Scheduled meetings are preferable in preparation for the groundworks and during the project reaching any ‘milestones’ (Wilkins et al. 2016, p. 18). Where applicable, the face-to face meetings will be recorded in writing (meeting proceedings) and emails will be retained for future references. The management will be available to address any issues at all times. If necessary, special internal company platforms can also be used for more informal communication, however the content of these group chats will also be retained. Weekly progress reports will also be produced by the project officer for presentation to the project manager and project executive during the excavation and post-excavation phase, up to the review of the Updated Project Design. The reports

will include a progress overview, completed and ongoing tasks and issues during the work (Wilkins et al. 2016, p. 18). Highlight Reports will also be required at every ‘milestone’ to monitor the overall progress, the state of the schedule, budget and resources (Heritage England 2015, p. 35).

External communication with stakeholders (planning professionals, decision makers in local and regional authorities, specialists and land owner) will be held through scheduled meetings (in person or in the form of Zoom/Teams meeting) and/or online via emails with the responsible project manager and executive. All meetings (participants, outcome, issues, progress etc.) will have a written record and will be kept alongside with the emails. The Three Barrows project will also seek advice from specialists (see Part 2. Project Team structure) as well as contact with the local archaeological community (Society for Lincolnshire History & Archaeology) to promote the project and help with volunteers. Any site visit from specialists will be recorded and included in the progress reports.

8. Project Stages and Review

The project review was made using the tabulated data from *Project Design for a Community Archaeology Project - Barrowed Time* (Wilkins et al 2016, pp. 21-22) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Manager’s Guide* (Historic England 2015) and *Archaeology Handbook* (Jennings 2019).





Project Stage	Stage	Description	Internal Review	Completion
Execution	Stage 1	Data collection: Fieldwork (Excavation, finds retrieval, sampling, specialists)	Internal Review 1.: Prepare site documentation; Finds and samples to distribute to the appropriate specialists	Estimated completion date May 2024
	Stage 2	Assessment and Updated Project Design	Internal Review 2.: Critical review of findings, making recommendations for further work or closure	Estimated completion date October 2024
	Stage 3	Analysis and Publication	Internal Review 3.: Final publication, and prepare archive for deposition	Estimated completion date January 2025
	Stage 4	Archive Deposition	Internal Review 4.	Estimated completion date February 2025



Review Point 3.



Closure	Defined and agreed end point; PD and UPD completed; End of Project Report, Project Archive	Internal Review 5. Final sign off	Estimated completion date March 2025
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The review points will be internally assessed with close cooperation with Lincolnshire County Council on the basis of progress reports and meetings throughout the project execution stages. The Project Manager will be responsible for the continuous review of the project on the basis of weekly progress reports, ‘milestone’ meetings, Highlight Reports and further monitoring meetings (Wilkins et al. 2016, p. 22).

9. Health and Safety

According to the CIfA policy statements (2022) ‘*all archaeological work should be undertaken in accordance with current Health and Safety legislation*’ as stated in The Health and Safety at Work etc. Act 1974. Activities on site will be carried out in accordance with the company’s Health and Safety Plan and Health and Safety requirements (Wilkins et al. 2016, p. 22), which will be

monitored and revised if necessary, during the project. The site is located near high voltage electrical overhead cables and pylons, so a site-specific risk assessment, designated exclusion zones will be set (HSE 2013) and electrostatic, anti-static arc rated PPE will be supplied. The trenches will be set out to reduce the risk as far as reasonably practicable (HSE 2024).

Part 2. Resources and Programming

1. Project Team

The Project Executive will have an overall responsibility for the project.

The Project Manager will share the overall responsibility with the Project Executive, and will be responsible for the Highlight Reports. Further responsibilities include writing the project design, looking after the budget, engaging with the stakeholders and partners (Wilkins et al. 2016, pp. 22-23) as well as making sure that all the resources are available. The Project Manager will engage with the Project Officer about the appropriate site strategy.

The project will need Specialists of different fields of expertise. The list and names of the specialist project team is appended as Appendix A. Specialists will be invited during the field excavation to observe, share their view and give recommendations within their expertise. They will work with the excavated finds and samples during the assessment and analysis phase of the project. The list may change according to the material recovered.

The Project Officer will follow set procedures and standards (Connolly 2024, p. 8). They will lead the field staff and liaise with the Project Manager about the site strategy and carry out day-to-day responsibilities regarding the site work and provide assistance for the required resources, making sure the quality of the works set out in the programme are achieved and that the health and safety protocol is followed. The project officer is responsible for the Weekly Progress reports and will work closely with the Project Supervisor providing support and advice if needed. They will liaise with the deliveries arriving to the site. They will oversee and supervise the trench openings when a machine is present. After the excavation stage the project officer will be involved in the post-excavation assessment and analysis and will work with the Supervisor and Specialists.

The Supervisor will assist the Project Officer and work with the team to deliver the work targets (Connolly 2024, p. 7). Their duty on site will include task distribution on a daily basis, maintaining the site archive, following the progress made on site and will be responsible for following the health and safety procedures and using the resources as they are intended. Based on their judgement, working strategies may be changed in line with the agreement of the Project Officer and Project Manager. Supervisors will report to the Project Officer if they have any concerns. They will work

closely with the Archaeologists and will be responsible for the volunteers making sure they work according to the training and support provided. The Supervisor is trained to use the survey equipment and is responsible for the digital survey data. Carrying out some post-excavation tasks will also be required.

Experienced archaeologists will carry out the tasks and follow guidance given by the Supervisors and work with the volunteers. According to the CIfA Policy (2022) '*archaeologists shall only undertake work for which they are adequately qualified (Rule 1.5); shall comply with all applicable laws (Rule 1.7); shall have due regard for terms of employment and career development (Rule 5.6); and have a duty, not only to observe the code but to encourage others to do likewise (Rule 1.13)*'. Archaeologists will be required to report on any unsafe conditions that occurred. An appointed photogrammetry trained archaeologist will work with the specialist equipment whenever it is required.

Volunteers are '*someone who by agreement does not receive either a wage or salary*' (CIfA 2022, p. 5). They will work under the guidance of Archaeologists and Supervisor. They will be made aware to report any unsafe conditions. They may take part in some of the post-excavation processes such as finds washing, however this is subject to further planning. Guidelines and aims set in the 'Barrowed Time' DigVenture project (Wilkins et al. 2016, Appendix 4) regarding the mentoring, training and support of the volunteers will be followed.

2. Method Statement

The methods refer to the Project Review Stages and the Execution Stages (Part 1, Chapter 8) and the tabulated Task and Products list (Part 2, Chapter3). The detailed method statement for the Execution project phase can be found in the Appendix B which was compiled by using the relevant sections of the Lincolnshire *Archaeology Handbook* (Jennings 2019) and available specialist guidance.

Initiation

The Initiation stage of the project will result in consultation with the stakeholders to refine and finalise the Project Design. The Project Design may be altered following further advice or recommendation of the Experts and Specialists. The 'milestones' of the project will be defined along with the products (as in Part 2. Chapter 3) with all the project partners during scheduled meetings. The local heritage groups will be contacted to offer opportunities for participation (Wilkins et al.2016, 24).

Execution

Stage 1. The fieldwork (evaluation) will be carried out in accordance with the Archaeological Code of Practice set out in the *Archaeology Handbook* (Jennings 2019), the *Standard for Archaeological Field Evaluation* (CIfA 2023a) and *Universal guidance for archaeological field evaluation* (CIfA 2023b) to meet the aims and objective (Aim 1-2) answer the questions (Q1-14) (Wilkins et al. 2016, 24). The evaluation trenching is planned to be a three to four weeks excavation with ten qualified staff on site at all times. Dependent on findings, any extension of the fieldwork programme will be agreed with Lincoln County Council. The supervisor and the archaeologists will be responsible for teaching and guiding the volunteers which will be integrated into the daily work plan (Wilkins et al. 2016, 25).

Stage 2. The Tasks of Stage 2 will comprise the post-excavation and will be completed away from site. The Project Officer and Supervisor will work with the site archive and survey data. Community participants will be involved with the post-excavation work where possible, such as finds washing and processing. The prepared finds and samples recovered during the field evaluation stage (Stage 1) will be assessed by the specialists of the relevant field referring to the aims and objectives (Aim 1-2) and the research questions (Q1-14) (Wilkins et al. 2016, p. 25). All the information and results will be collected to produce an Assessment Report and Updated Project Design to define the further works and set out new research questions.

Stage 3. Similarly to Stage 2 (see above), the Stage 3 Tasks will be completed off-site, with specialist analysis and analysis report. The end product of this stage will be a finalised analysis report (and publication) which meet all the original (Aim 1-3, Q1-17) and new aims and objectives set out in the Project Design and Updated Project Design with answers to the research questions. The local community and research groups will be frequently updated about the progress and results by the community outreach programme (Wilkins et al. 2016, p. 25).

Stage 4. The site archive of the project will be prepared and deposited at the Lincoln City and County Museum (physical) and the Lincolnshire Archives Office (documentary). Access to the archive may be granted by quoting the global accession number (Rylatt 2004, p. 155).

3. Stages, Products and Tasks

The following table was compiled using the tabulated data from *Project Design for a Community Archaeology Project - Borrowed Time* (Wilkins et al. 2016, pp. 26-28) and *Evaluation Strategies, Stage 1 – understanding current practice and encouraging sector engagement (EVALS1)* (Nixon 2020, pp. 18-23). The Project Timetable is appended as Appendix E.

Project Stage	Stage	Aims and Questions	Task	Product with Reference Number	Responsible Person(s)	By Date
Initiation		Aim 1-3 with Questions 1-17	Consult with stakeholders and planning authorities	No.1 Permissions, Accession number, Site Code	Project Executive	Completed January 2024
			Assemble and consult with Project Team to plan execution stages, milestones and timetables	No.2 Finalised Project Design and Risk Log	Project Executive and Project Manager with Specialists	Completed January 2024
				No.3 Health and Safety , Risk Assessment	Project Executive and Project Manager Health and Safety Advisor	Completed January 2024
			Design project database	No.4 Site Archive	Project Manager with Project Officer liaising with Network Archaeology Ltd.	Completed February 2024
			Team meeting (Project Team and field staff)	No. 5 Briefing documents, communication plan, Educational Plan and Information Pack	Project Executive, Project Manager, Project Officer and field staff	Completed February 2024
			Review Point 2.	No. 6 Approval of Project Design	Project Executive	Completed March 2024
Execution	Stage 1 Field work	Aim 1 with Questions 1-9	Site Preparation	No.7 Field work begins	Project Officer and Supervisor	From April 1st 2024 Estimated 3 days
			Fieldwork	No. 8 Field Archive, Survey plan, Finds, Samples	Project Officer, Supervisor and Archaeologists with volunteers	From 4th April Estimated 3 weeks

Project Stage	Stage	Aims and Questions	Task	Product with Reference Number	Responsible Person(s)	By Date
			Reinstatement	No. 9 Site Closure	Project Officer	From 1st May Estimated 2 days
			Internal Review 1.	No. 10 Complete Site Archive	Project Officer and/or Supervisor	From 3rd May 2024 Estimated 1 days
	Stage 2 Assessment and Updated Project Design	Aim 1 with Questions 1-9	Finds and sample processing	No. 11 Finds and Samples to specialists	Finds Department with volunteers	From 1st May 2024 Estimated 10 days
			Revise, digitalise site archive	No. 12 Digital Archive and database	Project Officer with Supervisor	From 7th May 2024 Estimated 5 days
		Aim 2 with Questions 10-14	Survey data examination	No.13 Complete survey data and plans	Project Officer with Geomatics Department	From 7th May 2024 Estimated 5 days
			Assessment reports on finds and palaeoenvironmental results	No. 14. Assessment Reports	Specialists	From 13th May 2024 Estimated from ten days up to six months (depending on dating and sampling results)
			Compile site data and specialist reports	No. 15. Stratigraphic and Assessment Report with Updated Project Design (UPD)	Project Officer , Supervisor, Geomatics	From 24th May 2024 up to October 2024 Estimated 10 days

Project Stage	Stage	Aims and Questions	Task	Product with Reference Number	Responsible Person(s)	By Date
			Internal Review 2.	No. 16 Review of Updated Project Design (UPD)	Project Officer with Post-Ex Manager, Finds Manager and Planning Archaeologist	From 7th June (up to October 2024) (Estimated) 1
	Stage 3 Analysis and Publication	Aim 1-3 With Questions 1-17 Further aims and questions from UPD	Specialist Analysis and Reports	No. 17 Final Report	Specialists	From 10th June 2024 (up to November) Estimated November 2024
			Analysis Report	No.18 Analysis Report	Project Officer	Estimated 15 days December 2024
			Finalise report and Publication	No. 19. Publication	Project Officer with Post-Excavation Manager	Estimated 10 days December 2024
			Internal Review 3.	No. 20 Final publication, and prepare archive for deposition	Project Manager, Project Officer, Post-Ex Manager	Estimated 2 days December 2024
	Stage 4. Archive deposition		Data preparation for deposition with the relevant museum or accepting body	No. 21 Completed and accessioned Archive	Archive Department	Estimated 3 days from January 2025
			Online Archive (ADS)	No. 22 Accessible available data	Archive Department	Estimated 1 days from January 2025
			Internal Review 4. and Review Point 3.	No. 23 Closure Initiation	Project Manager with Planning Archaeologist	Estimated February 2025

Project Stage	Stage	Aims and Questions	Task	Product with Reference Number	Responsible Person(s)	By Date
				No.24 Formal Risk Log Review		
Closure			Internal Review 5.	No. 25 End of Project Report and Final sign-off	Project Executive with Project Manager and Project Team	Estimated February 2025

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Jennings (2019) also refers to the CIfA (2020a) guidance: *‘Upon archive deposition the archive repository should obtain either a written assignment of copyright, or a copyright licence, from the copyright holders. These arrangements may be varied by contract, and for the avoidance of doubt it is advisable to include statements on ownership and copyright in a written contract or agreement’*

Budget

The Budget is included in the Appendix as Appendix C. The Budget should be monitored on a daily basis to mitigate the risk of any shortfall.

Risk Log

The Risk Log is included in the Appendix as Appendix D. The Risk Log should be monitored at each Review Point and should be altered in accordance with the changes occurred (Historic England 2015, p. 32). During the execution stage of the project the Risk Log will be monitored and updated weekly.

References

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