

Archaeological Project Design Template

Project Name:

[type of archaeological investigation] [phase number if applicable] [Location]

Site Code:

You will need to request this from the Historic Environment Record at Suffolk County Council Archaeological Service: <https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/>

Grid Reference:

provide an 8 digit Grid Reference

Project Type:

Describe the type of investigation e.g. geophysical survey or excavation

Project Scope:

Describe the size of the investigation and main objective e.g. 3 trenches to investigate features identified by previous geophysical survey

Project Manager and Contact Details:

Who is responsible and the main point of contact for the work?

Name, Address, Phone number, email

Landowner:

Permission obtained from:

Name, Address, phone number or email

Site Location, Description and Background

Here you should describe:

- *where the site is, include a map which outlines the site*
- *what condition is the site e.g. agricultural field or a garden*
- *the geology and soil types*
- *any other archaeological work undertaken in the past*

Historical and Archaeological Background

Describe what is already known about the site or wider area. This will help inform you of the site's archaeological potential.

To help you do this you can:

- *conduct an HER search by contacting the Archaeological Service*
- *Refer to historical documents and maps online and in the local record office*

Research Aims and Objectives

Describe what you want to do and why. Explain what your research aims are and how you are going to meet them.

Methodology

Here you should describe how you will conduct your archaeological investigation on-site and how you will record the archaeology. Include a precise map of where the survey or excavation trenches will be.

Post-Survey or Post-Excavation

Here you should outline who will be doing the recording and analysis of the survey or excavation and how.

Include:

- *How the finds will be processed and catalogued (if applicable)*
- *Which specialists will undertake the assessments?*
- *Who will write the final archive report and who will sign it off*

Archive

Here you should outline where the archaeological material will be deposited, how they will be prepared and who will hold ownership of the archive. This will need to be agreed with the landowner. SCC Archaeological Service is the main repository for archaeological material recovered by all commercial and community lead excavations in Suffolk. Contact us at an early stage to discuss depositing your archive.

Risk Assessments and On-site Health and Safety

Here you should document who is responsible for writing the risk assessment and for monitoring on-site Health and Safety and whether you hold insurance.

Suffolk County Council Archaeological Service can advise you throughout your project. Please notify them of your plans before you start and to request an HER number. They can also give advice on recording the results on the Suffolk Historic Environment Record. Call 01284 741230 or email archaeology@suffolk.gov.uk