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TECHNICIAN TRAINING FOR THE CONSERVATION OF MOSAICS

PART 4
CONSERVATION PROJECT PLANNING

Conservation project planning



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The phases of **conservation project planning**

Preliminary Phase – Study

It consists primarily of defining the project objectives and collecting all of the necessary information to develop the final project plan and to evaluate the project feasibility in terms of resources that may be used.



Planning Phase – Project Plan

It consists primarily of determining the steps to carry out the project, organize the various work phases and determine their costs.

Preliminary Phase – Study:

- **Definition of project objectives**
 - describe the problems that make the work necessary
 - clearly state the project objectives in a short, consistent and easy-to-understand way
 - describe the concrete advantages of the project in terms of impact
 - verify that the project objectives are appropriate within the context of current laws
- Documentary research on previous interventions or investigations
- Documentation of the archaeological remains to be conserved
- Carry out conservation tests and analyses by specialists
- Carry out additional archaeological excavations or surveys, if needed

Preliminary Phase – Study:

- Definition of project objectives
- **Documentary research of previous interventions or investigations**
 - verify the existence of documents that may be useful for carrying out the project
 - verify which interventions have already been carried out on the problems to be addressed by the current project
 - collect documents and information on previous conservation activities
- Documentation of archaeological remains to be conserved
- Carry out conservation tests and analyses by specialists
- Carry out additional archaeological excavations or surveys, if needed

Preliminary Phase – Study:

- Definition of project objectives
- Documentary research on previous interventions or investigations
- **Documentation of archaeological remains to be conserved**
 - carry out photographic documentation of problems connected to the project
 - create graphic documentation or verify whether the level of accuracy of the existing graphic documentation is appropriate for the project objectives
 - create specific maps necessary for the project planning phase; for example, a map of conditions, previous interventions or contour lines
- Carry out conservation tests and analyses by specialists
- Carry out additional archaeological excavations or surveys, if needed

Preliminary Phase – Study:

- Definition of project objectives
- Documentary research on previous interventions or investigations
- Documentation of archaeological remains to be conserved
- **Carry out conservation tests and analyses and/or investigations by specialists**
 - perform conservation treatment tests and identify which are the most appropriate
 - identify the appropriate analyses and specialists for the project development
 - acquire results from the tests and analyses that were performed
- Carry out additional archaeological excavations or surveys, if needed

Preliminary Phase – Study:

- Definition of project objectives
- Documentary research on previous interventions or investigations
- Documentation of archaeological remains to be conserved
- Carry out conservation tests and analyses by specialists
- **Carry out additional archaeological excavations or surveys, if needed**
 - clarify the objectives of the archaeological investigations to be performed
 - identify the zones involved in the archaeological investigations

Preliminary Phase – Study:

- Definition of project objectives
- Documentary research on previous interventions or investigations
- Documentation of archaeological remains to be conserved
- Carry out conservation tests and analyses by specialists
- Carry out additional archaeological excavations and surveys, if needed

All information obtained during the preliminary phase should be collected in a written report and in graphic and photographic form to be used during the project planning phase.

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff : professional skills and unit costs
- Determine work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the necessary safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- **Determine the intervention method**
 - present the various solutions that were studied and justify the chosen methodology
 - create a list of the different types of artifacts to be conserved
 - describe each conservation intervention procedure
 - describe all of the other planned activities
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- **Determine the required staff: professional skills and unit costs**
 - define the various professional skills according to the specific planned activities
 - estimate the unit cost for each professional
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- **Determine the work time and costs**
 - establish the number of employees for each type of activity
 - establish the time required for each activity
 - estimate the costs related to each activity
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- **Create a work organization diagram**
 - establish an activity execution order
 - create a Cartesian diagram and list activities on the vertical axis and time on the horizontal axis
 - organize activities on the diagram according to duration and order of execution
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- **Determine the installations needed on the work site**
 - prepare a work site installation report: storage of materials, entry and exit of water, electricity, fences, access, etc.
 - prepare a work site installation plan with the location of service zones
 - prepare a plan for dismantling the work site
 - estimate the costs related to the installation and dismantling of the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- **Determine the required documentation**
 - create a list of documentation required for the work, either graphic or photographic
 - estimate the costs of graphic documentation
 - estimate the costs of photographic documentation
 - estimate the costs of the final report
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- **Determine the required equipment**
 - create a list of equipment required to execute the work planned for the project
 - estimate the equipment costs
 - forecast exchange rates and equipment maintenance costs due to wear and tear
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- **Determine the required materials**
 - create a list of materials required to execute the work
 - evaluate the quantities and costs of materials for the duration of the work
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- **Determine the work site safety systems**
 - draw up a report for the general protection and safety procedures for the work site and for each activity
 - instruct all the staff on the protection and security procedures in the general report
 - create a general plan with safety device placement and keep this plan clearly visible at the work site
 - draw up a list of products and equipment to be used with the security data sheet attached
 - provide individual protection systems to staff
 - estimate related costs
- Determine the methods and costs for eliminating work site waste

Planning Phase – Project Plan

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the work site safety systems
- **Determine the methods and costs for eliminating work site waste**
 - prepare a list of types of waste dividing them into inert, ordinary and hazardous
 - plan a temporary waste storage space
 - organize the transport and elimination of waste according to current laws
 - estimate related costs

Planning Phase:

- Create a list of all activities
- Determine the intervention method
- Determine the required staff: professional skills and unit costs
- Determine the work time and costs
- Create a work organization diagram
- Determine the installations needed on the work site
- Determine the required documentation
- Determine the required equipment
- Determine the required materials
- Determine the obligatory safety systems for each worker and for the work site
- Determine the methods and costs for eliminating work site waste



Project
Plan

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MOSAIKON is a partnership of four institutions: the Getty Conservation Institute, the Getty Foundation, ICCROM, and ICCM. The aims of the project are to strengthen the network of professionals concerned with the conservation, restoration, maintenance, and management of mosaic heritage in the southern and eastern Mediterranean region; provide training to a variety of individuals involved in mosaics conservation and, more generally, with the management of archaeological sites and museums with mosaics; work with national and international bodies to provide a more favorable legislative, regulatory, and economic environment for the conservation of mosaics in the Mediterranean; and promote the dissemination and exchange of information.

