

## IfA SIG for Project Management Committee Meeting

Thursday 19 June 2014

Bolsover Meeting Room, English Heritage,  
1, Waterhouse Square, 138-142 Holborn,  
London, EC1N 2ST

### Minutes

**Present:** Andy Crockett (Treasurer), Steve Haynes (Chair), Dan Jackson, Steve Kemp, Martin Locock, Nicky Powell (Secretary)

1.	<b>Apologies</b>	<b>Action</b>
	Andrea Bradley, Brian Kerr, Kim Stabler	
2.	<b>Chair's welcome and Introduction</b>	
	<p>SH welcomed the Committee and SK to the meeting. Introductions were made and SK introduced the Environment Agency view and approach: EA supports and pays for archaeology = guiding design, with a quality and assurance role Heritage group works within a team of environmental managers and landscape architects managing EIA working in the EA to manage its portfolio of flood and coastal risk management projects Writes own scopes from a client perspective (what's practical from an EA and design perspective) to identify risk (to the project), develop solutions and lead procurement of assessment and mitigation of impact products. Works within the EA procurement framework (WEM) for project delivery. Our most frequent problems are with archaeologist's documents and the QA process from Project Design onwards as archaeologists are not integrated throughout entire supply chain. Documentation Needs to be tighter so can see where risk is and manage the outcomes; the documents lack transparency because 'we' remain unclear as to who we are communicating with and there is frequently no change mechanism so all parties are unsure of the tolerance that it within the 'contract'. Summing up as Inadequate control mechanisms within the contract mean that we are not communicating very well with the broad range of project partners. Overall lots of practical issues with project delivery. EA currently writing technical requirements focused on IfA S and Gs. Discussion about standards in procurement and PM methodologies inc PRINCE II, AGILE, BIM</p>	
3.	<b>Minutes from last meeting</b>	
	Accepted	
4.	<b>Matters arising</b>	
	<p>Have there been further discussions regarding the IfA becoming a corporate member of the APM? NP to pursue with Lianne Birney Competency matrix – NP to send link for Validation's matrix to all, for further discussion regarding the need for a PM matrix for validation. To put</p>	<p><b>NP</b></p> <p><b>NP</b></p>

	as an item on next committee meeting agenda.	
<b>5.</b>	<b>Three Year Business Plan</b>	
	<p>Discussion about content, looked at other SIG's Plans:  Year One: Survey – what is meant by archaeological project management and how people perceive/regard it. ML to create survey, all to feed ideas of context to SH who will collate and discuss with ML. To be ready to inform what PM SIG should do for conference 2015.  SH to sign it off and ML to launch end July.  Results mid-August. 'Leak' results as they come in as a tease on LinkedIn.  Possibility of structured interviews discussed.  Three meetings each year to include Skype and Conference calls.  Suggested conf call for next formal meeting in November.  Year One to include an IfA session at 2015 Conference in Cardiff. AGM to be held then. Title 'Easier said than done'...  Recruitment: Currently around 160 members. Would expect to increase numbers each year. Non IfA members to double each year as group will be linking to other groups.  CPD workshop November 'Re-MoRPHing MoRPHE'  Year Two: Create competency matrix.  Article in TA each year. Would like to co-edit with other SIGs to show how we all fit in to the archaeological project life cycle. NP to approach LB and AF.  To discuss developing standards and guidance and good practice guides.  May get funding from 'partners' i.e. APM?  Newsletter twice a year – by email.</p>	<p><b>Committee</b>  <b>SH</b>  <b>ML</b></p> <p><b>NP</b></p>
<b>6.</b>	<b>Communications – meetings, other groups, social media, newsletters</b>	
	<p>Some overlap with item 5 here as general discussion about what goes into 3 year plan.  Looked at newsletter examples from other SIGs, some very impressive. DJ and KS to be Newsletter Editors, with context generated by all. Suggest a PM profile each time.  Set up twitter account.  Liaise closely with other groups. NP to introduce AC to Diggers Forum and AC to offer an article for their newsletter and if they're happy, offer to go along to a DF committee meeting.</p>	<p><b>DJ and KS</b></p> <p><b>DJ</b>  <b>NP</b>  <b>AC</b></p>
<b>7.</b>	<b>Workshop/seminar autumn 2014</b>	
	<p>Still hoping there's a possibility of MoRPHE discussion. BK to ask Ed Lee. 'Re-MoRPHing MoRPHE'...</p>	<b>BK</b>
<b>8.</b>	<b>IfA Conf 2015 - Cardiff</b>	
	<p>PM SIG to do a CPD session 'Easier said than done' – Understanding doing archaeological works within the bigger undertaking.  Enlist EA Project Manager  PM SIG committee or group member  Elpie Psalti to give her Cheapside Hoard Project Management paper  Someone from Cardiff regeneration  Paper about specifics regarding procurement, often hot and miss.  Would be driven by the Survey.  To put forward session proposal to IfA by end July.  SH to drive, collate, content by committee</p>	<p><b>SH</b>  <b>Committee</b></p>

9.	<b>AOB</b>	
	None	
10.	<b>Date of next meeting</b>	
	Mid-September dial in conf call to SH at ARUP. Then meet before workshop in November. TBC.	