

Project Management SIG

Wednesday 22 January 12.00 to 16.00
Hampton Court Palace, Surrey, KT8 9AU

Minutes

Present: Lianne Birney (IfA Staff), Andrea Bradley, Andy Crockett, Steve Haynes, Dan Jackson, Brian Kerr and Nicky Powell.

1.	Apologies	Action
	Martin Locock and Kim Stabler	
2.	Chair's Welcome	
	SH welcomed the new committee. LB agreed to take the minutes for the first meeting, Secretary will continue.	
3.	Kick-off round table discussion (Interests & SIG Aims)	
	<p>SH deals with project of all sizes including megaprojects with a focus on how projects are conceived, delivered and controlled with a particular emphasis on programming, risk identification, management and analysis, complexity and using advanced concepts and thinking for example entropy and its relationship to risk management.</p> <p>AC deals with major projects and risk management. Managing teams and delivering internal and external projects throughout England.</p> <p>BK deals with intervention and analysis, scientific dating and archaeology. Learnt PM as he went along.</p> <p>DJ went on the PM training course from AB with New Generation group, previously a site manager and now a curator. Interested in PM as he will be managing others and looking for ways to improve and develop skills in management.</p> <p>AB worked for a consultancy specialising in PM skills and became qualified, now a specialist in companies. AB states it is a discipline and an attitude to treat all tasks as projects. A frame of mind that needs understanding, time, costs, scope, quality and risk management so does not want to complicate things with jargon, make it accessible.</p> <p>LB deals with small projects that are simple but effective and she can give advice about IfA committees.</p> <p>NP has had formal training on the MoRPH course and is aware the role can be confused as some are working in projects already but don't associate with being Project managers. Needs to be accessible and relevant to archaeologists.</p> <p>Where archaeologists are and where large professional PMs are positioned is far away from each other, need to link the two and learn from it to use to our advantage to improve project management within the profession.</p> <p>There is a culture issue for the group, it is a specialist technical skill and</p>	

	<p>explaining this could be difficult. Poor management in the past can affect people working on a site. People management is different to PM.</p> <p>NP says the group has had interest from a lot of members via LinkedIn. People are not just dealing with archaeological projects, design consultancies and buildings, EH etc are too. It is a specific role, so should be distinct and understood in the external world.</p>	
4.	IfA Procedural matters for SIG (AGM)	
	<p>LB to send link to Groups By Laws.</p> <p>Groups toolkit consists of forms and budget details online. Group to be given access.</p> <p>AGM – NP suggested to be held at MoLA with a talk and tour of the Cheapside Hoard in early April. NP to lead on this.</p>	<p>LB</p> <p>NP</p>
5.	Three year business plan and budget	
	<p>The committee decided on a four part mission statement of the aims of the group.</p> <ol style="list-style-type: none"> 1. PM being a separate discipline. To de-prejudice it from fieldwork only and explain it to others. Become a knowledge hub and improve quality across the profession. 2. Training/workshops 3. Shared experience – mentoring a possibility 4. Drawing on outside expertise and best practice – useful aspects within archaeology and problem solving. Confidentiality should not be affected as don't need details of projects. <p>AB to take the lead on this.</p> <p>Website page will be set up. Logo needs to be simple but effective, maybe set up a competition to design the logo. Committee to put ideas together. Name to be PMSIG.</p> <p>NP attended the Groups Forum meeting where we discussed how the groups feed into the IfA business plan and strategic aims. LB to send strategic aims round.</p> <p>Ideas of how to meet the aims above were discussed.</p> <ol style="list-style-type: none"> 1. NP/AB to compose a flyer to send to Manda with introduction to group and aims for the Ifa conference packs. 2. An introduction to the profession to launch the group, find out what others think and do. Could take place at Cardiff conference in 2015. 3. Work with the New Generation group who are developing a mentor scheme, so there is a pool of professionals to utilise, for example helping with CVs, meeting for a chat about their position, shadowing or even just a phone call. This could be extended out to PM areas. Webinars may be useful. 4. AB ran PM workshops for them, not all fresh to it but no formal PM. Need to find out what people want to know, utilise the membership. <p>4. Meet with APM (national body) to see what they do and how they work. LB to find out if we can have APM membership as there are links to free information and courses. Would then be listed as a member to give credence to the profession with standardised guidance and other groups can</p>	<p>AB</p> <p>ALL</p> <p>LB</p> <p>NP/AB</p> <p>LB</p>

	<p>utilise it.</p> <p>Online discussions on Linked In will be useful to create a strong community using contributors and 'lurkers' in the background. DJ to assist NP in setting the tone for this and twitter and facebook.</p> <p>Actions to show how the group meets the IfA business plan and budgets. SH and AC to put together the three year plan and suggested budget costing.</p>	<p>NP/DJ</p> <p>SH/AC</p>
6.	Marketing of the SIG and associated activities	
	<p>The flyer and social media aspects have been discussed previously. Need a gradual continuation of the knowledge and dissemination with monthly or weekly posts on website and e-bulletins etc. Can use survey monkey for short surveys or longer ones to gauge the membership's thoughts.</p> <p>SH to write introductory article for TA with mission statement from AB and short biographies of the group committee by 16 February. Send to LB/MF</p>	SH/ALL
7.	Integration with other IfA groups	
	<p>Committee to try to attend other groups meetings to advise them about the new group and what we want to do and how to help other groups and how they can help us. Is PM missing in specialist areas and how affected by it, best practice to be shared.</p> <p>SH = International Practice, NP = Archives and New generation, AB = Research & Impact, AC = Maritime and Diggers' Forum, BK = Information Management, DJ = Buildings.</p> <p>LB and JPW to let the group know when the next committee meetings are.</p>	<p>ALL</p> <p>LB/JPW</p>
8.	Engagement with the profession	
	<p>APM membership as previously.</p> <p>Engage with FAME, AB to speak to Adrian Tindell.</p> <p>Try to encourage other disciplines and specialisms into the fold, as still cultural divisions. York could be involved as AB/IfA is working with them at the moment.</p> <p>For long-term engagement connections with other Institutes. RICS have online training system. IfA charter would help a lot.</p>	AB
9.	Membership of the SIG and role of groups in recruiting	
	<p>At the IfA conference there are more members so need to target non-IfA group members who pay £10 per year for membership of the group.</p> <p>AB is working with Gerry Waite and Peter Hinton on the client guide, which has a Q&A section where they could refer to the PM group and an APM link.</p> <p>AGM event, conference event, workshops to generate material to be used and linked to on websites. Previously there were old training documents from IfA conferences that could be re-worked.</p> <p>Need a 6 month event – DJ suggests AB could deliver her PM course that she did for New Generation group or could base something on this to include larger groups of people. MoRPH course linked with EH a possibility. BK to investigate review with Ed Lee.</p> <p>Plan B could be a workshop based on good and bad PM.</p> <p>Can use CPD certificates for these course/workshops to encourage attendees.</p>	BK
10.	Competency Matrices for Validation committee	
	<p>Groups Forum discussed Validation Matrices, the benchmark that the committee use to assess applicants for IfA membership. LB to send round</p>	LB

	<p>link and GAG matrix example. PM probably doesn't need one as it is quite obvious but sometimes a definition of PM when they are actually a manager maybe needed.</p> <p>AB suggests skills and training guidance, e.g. job descriptions. All to send AB their job descriptions to pool together and discuss this could then in turn be put into the grades of IfA membership to assist applicants. Could include those not in heritage specific sector too like DJ. Could then define Junior, Senior and Director level roles to assist.</p>	ALL/AB
11.	AOB	
	Thanks to DJ for the meeting room. Freely available for future meetings.	
12.	Date and place of next meeting	
	Could tie in with event like AGM. Meeting via media mid June. NP to email dates round.	NP

Minutes by Lianne Birney, Membership Services Coordinator, IfA.