Project Management Special Interest Group (PMSIG)

Wednesday 04.11.2026

13:30 – 14:30

MS Teams

AGM Minutes

Attendees	
Michael Sharp (CIfA) Charlie Willis (Chair) Sarah Hannon Bland (Secretary) Alice James (OCM) Zoe Richardson (OCM) Martin Locock (OCM) Jason Stewart (OCM)	Barbora Dmitricenko Boyd Root Callum Allsop Matt Bosomworth Nur Kaiyisah Izam Tom Linington Tony Brown

	Agenda Point
1	**Apologies for absence** • Gemma Stevenson (OCM)

2	**Chair's Welcome and AGM Report**
	• 831 Group Members
	• No income and no expenditure
	• Represented the group at CIfA conference, leading on a friendly faces meeting point, offering for first time or newer attendees
	• Development of Project Management 101 series, links on our website page to watch back
	• The group are currently working on:
	  ○ Advisory Council
	  ○ Enhancing Standards Focus Group/Consultation
	  ○ CIfA Toolkit for Post Excavation Stratigraphic Analysis
	  ○ Early careers connections
	  ○ Collaboration with other SIGs
	Warm weather working guidance

3	**Elections to Group Committee** • Charlie, Gill, Sarah and Alistair are stepping back after 6 years on the committee each. Zoe Richardson has completed their 3-year term as an ordinary committee member. • No nominations have been received for the position of Chair, Vice Chair and Secretary. These roles are vital for the continuation of the group; members are encouraged to express an interest in co-option ASAP. Co-option would be for 1 year until the next AGM where a formal vote would take place. • Invitation for members to co-opt today during the meeting or to reach out via the groups inbox after the meeting. • Zoe Richardson has put herself forward for one of the officer positions, it was agreed that we would discuss this further offline with the CIfA team. • There is one Ordinary Committee Member position available, one nomination was received from Matt Bosomworth. As the number of nominations does not exceed the number of vacant posts Matt is elected to the committee.
4	**3-Year Plan & Budget**

	• The PMSIG 3-year plan expired earlier this year and is available on our webpage. One of the first actions of the new committee will be to review this and create a new plan. • Historically the group has not required a budget however this will be reviewed by the new committee and group members are welcome to suggest training etc.
5	**AOB** • None raised.
6	**Date of the next committee meeting, and future events** • The new committee will set their rhythm of meetings and communicate with the group membership. • There are plans for the following events (Dates TBC): o The project scope and WSI o Project Management Skills o Project Closure, Post Excavation and Archiving o Archaeological Clerk of Works o Collaboration with IMSIG
7	**Meeting Close**

The AGM was followed by a presentation by Jason Stewart, Jacobs entitled:

'Project Management and Geoarchaeology'