

GT 2.3 Groups three-year plan

Within the **three-year plan**, groups can identify particular activities they wish to carry out over a three year period. The plan also enables CIfA staff to see what may be coming up each year across all the groups, allowing us to schedule time needed for support. Staff are there to help groups undertake activities where required, but we need some advance warning. Our Groups toolkit (www.archaeologists.net/groupstoolkit) provides additional documentation and guidance – from the events planning checklist, through to the funding request form, we hope we have everything covered. If we don't, your first point of call will be Lianne, Kerry or Anna (whoever is your Groups allotted Coordinator), who will be happy to help.

The three-year plan is a simple table of information within which groups can indicate what activities they plan to undertake over a three-year period. A list of common activities is provided, but others can be added to the bottom of the table. Groups can indicate an intention to hold an event without needing to identify specific themes or details (although rough ideas are always useful).

A fourth year column is included in case the plan is put together towards the end of one year, or if anything needs to be noted to be included in following plans.

The three-year plan is not fixed – and there to provide a rough outline not a regimented timetable. There are some activities which we feel groups should undertake (such as producing a newsletter or bulletin to keep members informed) and occasionally CIfA may request the group undertake particular activities.

Ideally the plan should be adopted by the committee and group members at the group's AGM. A simple outline plan is provided on the next page.

Guidance for each type of activity will be provided within the Events, activities, and projects proposal form (GT5.1).

Three-year plan**Group**

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|------------------------------|
| Information Management Group |
|------------------------------|

Period of three year plan (eg April 2016 – April 2019)

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|----------------------------|
| January 2023 – August 2026 |
|----------------------------|

Date plan adopted (at AGM)

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Current membership numbers [as at July 2022]

CIfA members – 426

| | Year one | Year two | Year three | Year four |
|--------------------------------|--------------------------------------|---|---|---|
| Committee meetings | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 |
| Spring | May 2023 | May 2024 | May 2025 | May 2026 |
| Summer | Sept 2023 | Sept 2024 | Sept 2025 | Sept 2026 |
| Winter | Jan 2023 | Jan 2024 | Jan 2025 | Jan 2026 |
| Membership | | | | |
| Recruitment (CIfA members) | 534 | 540 | 550 | 560 |
| Recruitment (non CIfA members) | 0 | 0 | 0 | 0 |
| Competency matrix | Review | n/a | Review | n/a |
| Events | | | | |
| AGM date/month | August 2023 | August 2024 | August 2025 | August 2026 |
| AGM event | Contingent on Survey Results | tbc | tbc | tbc |
| CIfA conference | 1. Informal Fringe Event | 1. IMSIG stand 2. Propose/host session | 1. IMSIG stand 2. Propose/host session | 1. IMSIG stand 2. Propose/host session |
| Tea Break | Summer Digital Recording Standards - | Spring/Fall Tea Break (Careers | Spring/Fall Tea Break (Careers | |

GT2.3 Group three-year plan

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|--|--|---|------------------------------------|---------|
| | file naming/conventions | Talk/collaborate with other SIGs?) | Talk/collaborate with other SIGs?) | |
| CPD Workshop/Learning | Contingent on Survey Results - Database Training | Conference Workshop based on Survey Results | | |
| Members | | | | |
| Group member survey | Underway Winter 2022-Date? | n/a | tbc | n/a |
| Subject survey | n/a | Contingent on Group Survey results. | n/a | tbc |
| Communications | | | | |
| Newsletter (How many & when) | Contingent on Survey Results | n/a | n/a | n/a |
| Social media (LinkedIn/ twitter/ Facebook) | Twitter (@CImsig) (Contingent on Survey Results) | Ongoing | Ongoing | Ongoing |
| Publicity | | | | |
| Group banner | Design and take to conferences and events as needed | | | |
| Group leaflet | Create and update as necessary and take to conferences and events as needed | | | |
| Group postcard | Create and update for printing; review regularly going forward Take to conferences and events as needed | | | |
| Website | Continue to update regularly | | | |
| Other | | | | |
| Funding proposals | | | | |
| Promotional Activities (conference attendance) | 800 | 600 | 400 | |
| Committee travel (committee meetings, Groups Forum and the AGM) | 0 (online only) | 200 | 400 | |

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|--|-----|-----|----|---|--|
| Marketing Materials (website/banners/social media) | 300 | 200 | 00 | 2 | |
| Group events (CPD workshops, conference sessions, day schools) | 300 | 325 | 50 | 3 | |