

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – November, 2022

Project Manager: Vitaly Zakuta, Senior Project Manager, Library Technology

Project Director: Stuart Snyderman, Associate University Librarian and Managing Director, Library Technology

Sponsor: Martha Whitehead, Vice President for the Harvard Library and University Librarian and Roy E. Larsen Librarian for the Faculty of Arts and Sciences

Project Description: Modernization of infrastructure and services constituting the Digital Preservation Repository (DRS) tool suite, which, by preserving Harvard's digital scholarly resources and institutional records for future (re)use by faculty, students, administrators, and staff, furthers the University's research, teaching, and learning mission and safeguards its legacy.

Overall Project Status

Overall Status	Project Status Description	Executive Attention Needed
GREEN	<ul style="list-style-type: none"> The membership of the project executive committee has been finalized and the committee kick-off meeting has been scheduled for mid-December 2022. The team technical architect, Stefano Cossu, in collaboration with other team members, is reviewing current solution architecture and developing foundational technical principles to be used for evaluation of preservation system landscape Senior BA, Miriam Leigh has started interviewing internal stakeholders in LTS to gather information about current system functionality gaps based on support tickets and requests that are submitted to the LTS Support Center The team is planning for Harvard stakeholder engagement activities, which will commence in January 2023 Andrew Woods, the team infrastructure consultant will present at Coalition of Networked Information in December about the DRS Futures project and seek peer collaboration opportunities 	<ul style="list-style-type: none"> Stakeholder engagement will commence in January 2023 and will continue through April 2023. The results of stakeholder engagement activities will be codified as functional requirements and user stories

Project Health Metrics

Category	Current Status	Previous Status	Trend	Comments (optional)
Overall	GREEN	GREEN	↔	Project activities are on track
Resources	GREEN	GREEN	↑	Project team is now fully resourced
Scope	GREEN	GREEN	↔	Project scope has been agreed on and accepted by stakeholders
Budget	GREEN	GREEN	↔	Project is currently on budget
Schedule	YELLOW	YELLOW	↔	Project team hiring did impact schedule, but gaps can be closed in the near-term as the full team ramps up

Upcoming Milestones / Deliverables

- Presentation at Harvard Library All Staff in January 2023
- DRS Futures Open Meeting in January 2023
- Development of internal (Harvard) stakeholder survey tool – to be distributed in early February 2023

- Distribute external stakeholder survey and continue seeking collaboration opportunities with peer institutions

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
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