

Digital Preservation Repository Service Modernization – December 2022 – January 2023

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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"> Project Executive Committee had a successful kick-off meeting in December 2022. The Committee engaged in a Headline exercise developed by the Digital Preservation Consultant. The headline exercise resulted in the team learning about the needs of Harvard executive stakeholders as they relate to the DRS Futures project The Project 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 and Project Architect Stefano Cossu are interviewing current DRS clients at Harvard to gather information about current system workflows and desires for improvement The team has presented the project to Harvard Library stakeholders at the All-Staff Meeting. The team will also hold DRS Futures open meeting on January 25. The meeting will include stakeholder engagement exercises and will introduce the upcoming survey tool Digital Preservation Consultant Michelle Gallinger, and Senior BA, Miriam Leigh, in collaboration with the team, are putting finishing touches on the stakeholder survey tool. The survey tool will be distributed to stakeholders in Harvard community in early February 2023 	<ul style="list-style-type: none"> Stakeholder engagement has commenced 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

- DRS Futures Open Meeting in January 2023
- Stakeholder survey tool – to be distributed in early February 2023
- Focus groups and office hours to be held in February – April 2023

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
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