![Harvard University Information Technology]

HARVARD UNIVERSITY
Information Technology

Digital Preservation Repository Service Modernization – January 2023 – February 2023

Project Manager: Vitaly Zakuta, Senior Project Manager, Library Technology
Project Director: Stuart Snydman, 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	• The team held the DRS Futures open meeting on January 25. The meeting had over 120 attendees and included stakeholder engagement exercises and introduced the stakeholder survey tool. A digest of themes that emerged in stakeholder exercises will be sent to the stakeholders and the Executive Governance project committee by Friday 2/17. • As a follow-up to the Open Meeting, the stakeholder survey tool has been distributed to stakeholders in Harvard community. The survey is closing on 2/17, after which time the team will analyze the results and prepare a digest of themes that emerged in the survey. As of 2/15/23 the survey has over 70 responses. • 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 and adding resulting use cases to a central use case repository document.	• 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, extending the Discovery phase to end at June 2023, but we have high confidence that we will catch up with scheduled activities during the Planning phase,

				ending the Planning in Dec 2023 as initially planned and moving to Implementation in Jan 2024.

Upcoming Milestones / Deliverables

- Analysis of stakeholder survey results and a digest of common themes
- Focus groups and office hours to be held in March – April 2023
- Start planning for software engineering integration work for future DRS repository
  - Develop a list of integration tasks and ecosystem dependencies
- Finalize Foundational Technical Principles for the future DRS repository
- Continue work on abstract content modeling for the future DRS repository
- Tabulate and prioritize collected use cases to prepare for transforming into functional requirements document

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend