HARVARD UNIVERSITY
Information Technology

Digital Preservation Repository Service Modernization – February – March 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 stakeholder survey is now complete, and analysis of results will be soon available. 85 participants completed the survey and 45 unique Harvard departments participated. - Stakeholders' current DRS workflow interviews, facilitated by Senior BA, Miriam Leigh and Project Architect Stefano Cossu are ongoing through end of March 2023. These are resulting in documents diagramming future basic workflows for the new solution, and use cases, that will be added to functional and business requirements. - Work continues on abstract content model design for the new solution, incorporating user feedback from Open Meeting, Stakeholder Survey, and stakeholder interviews. - The team is holding DRS Futures Focus Groups through the months of March and April. There are five topics for focus groups: Curatorial topic: Curators and Administrators; Functional Topic: Deposit; Functional Topic: Managing content; Functional Topic: Reporting; Functional Topic: Access Policies. The results of this engagement will be codified into use case which will inform functional and business requirements.	- 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

- Continue meeting of Focus Groups through end of April 2023
- Additional office hours will be held in April 2023
- 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