Digital Preservation Repository Service Modernization – April 2023

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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 analysis of the stakeholder engagement including the stakeholder focus groups is being completed and the resulting report be available by the end of May - Work is almost complete on abstract content model design for the new solution, incorporating user feedback from stakeholder interviews and focus groups. The resulting deliverables will be available by the end of May - The team has completed a major phase of stakeholder engagement activities, including focus groups and additional stakeholders meetings. The results of this engagement are being codified into use cases which will inform functional and business requirements. - The foundational technical principles document has been finalized. This work will serve as the basis for functional requirements and engagement with prospective vendors. - The team is proceeding with recruitment for the budgeted project positions of two software engineers and a change manager, with the intent to start them in July 2023.	- Stakeholder engagement that has commenced in January 2023 has been completed in April 2023. - The results of stakeholder engagement activities are being 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

- Recruit budgeted project positions.
- Prioritize collected use cases to prepare for transforming into functional requirements document.
- Start work on the functional requirements document and the RFP
- Schedule vendor presentations.

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend