Digital Preservation Repository Service Modernization – June 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 team has completed prioritizing functional requirements collected as the result of the stakeholder engagement. • The Digital Preservation consultant has produced the first draft of the RFP and the team is currently reviewing the draft and recommending changes and adjustments. • Technical foundational principles are complete and are also being prioritized for inclusion in the RFP. Once prioritization is complete, they will be shared with stakeholders. • The team is proceeding with final stages of recruitment for the budgeted project positions of two software engineers and a change manager, with the intent to start them in July 2023.	

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 in 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

- Complete hire of project positions for FY 24-25
- Review and finalize the RFP.
- Continue vendor presentations.
- Distribute the RFP to vendors.

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend