## *Digital Preservation Repository Service Modernization – July 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 | <ul><li>The team has completed vendor shortlist that will be used for formal engagement with the vendors.</li><li>The RFP draft has been reviewed by the team and is now being reviewed by three third-party Harvard reviewers. The review period closes on 8/15, after which the RFP will be loaded into the VMO B2P Module. Official contact with prospective vendors will be initiated shortly after by the project manager (Vitaly Zakuta) as per guidelines from the HUIT VMO.</li><li>The team has completed recruitment for three budgeted project positions of two software engineers and a change manager. The change manager has started on 7/31 and the software engineers will start in late August and early September 2023.</li></ul> | <ul><li>RFP will be open for formal Q&A period with prospective vendors between 9/11/23 and 9/25/23. Harvard responses to Q&A will be due by 9/25/23. Full RFP submissions will then be accepted for 5 weeks, between 10/3/23 and 11/06/23.</li><li>Harvard team will evaluate responses to the RFP in November and December of 2023, which may include vendor presentations for finalists, with the expected final vendor selection due by 1/23/24. The extended Harvard evaluation period is due to holidays in November and December.</li><li>The team will submit the new DRS solution implementation plan to ITCRB for approval by 2/06/24</li></ul> |

## 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 with a delay of approximately three months, extending the Discovery phase to end in June 2023. The Planning phase, which started in July 2023 will extend until 2/6/23, at which point, once implementation plan is approved by ITCRB, Implementation phase will start. The contracting with the prospective vendor is expected to be finalized by 3/28/24. |

## Upcoming Milestones / Deliverables

- Distribute the RFP to vendors.
- Engage in formal RFP Q&A with vendors.
- Review bidder submissions.
- Make selection decision.

## Project Risks / Concerns

| Risk / Issue | Mitigation Approach | Current Status | Previous Status | Trend |
|---|---|---|---|---|
| Delay in project schedule by 3 months due to delay in hiring | • Inform stakeholders of delay in schedule and inform ITCRB of intent to request project extension if needed for the implementation phase.<br>• Start work on preparing existing ecosystem apps and APIs for integration during the Planning phase of the project, in Fall 2023.<br>• Develop strategies for mitigating implementation timeline by adding additional resources to the team as needed. | YELLOW | YELLOW | ↔ |