Digital Preservation Repository Service Modernization – August 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 RFP process has been started as of 8/21/23. Project manager Vitaly Zakuta reached out to vendors on shortlist and requested NDAs as an indication of the intent to bid, with most NDAs but one now finalized for prospective vendors. - RFP will be distributed to vendors who signed NDAs on 9/14/23. - The team has completed recruitment for three budgeted project positions of two software engineers and a change manager. All new team members have been onboarded as of 9/6/23. - The change manager, Khamiya Oyelaja is currently working on designing the change management strategy for the project. - JJ Chen, DRS Futures Data Engineer and Brian Hoffman, DRS Futures Software Engineer, are reviewing the current DRS ecosystem and started work on preparing existing ecosystem apps and APIs for integration with future solution. - The deliverables for *Phase I: Discovery* have been completed and posted on the DRS Futures Website: https://sites.harvard.edu/drs-futures/project-deliverables/. These include DRS Futures Separation of Functional Areas Proposal, and Technical Foundational Principles and Basic Requirements developed by DRS Futures Project Architect, Stefano Cossu, as well as DRS Futures User Requirements Catalog, compiled by DRS Futures Senior Business Analyst, Miriam Leigh from the results of stakeholder engagement activities.	- RFP will be open for formal Q&A period with prospective vendors between 9/25/23 and 10/6/23. Harvard responses to Q&A will be due by 10/13/23. Full RFP submissions will then be accepted for 5 weeks, between 10/13/23 and 11/17/23. - 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 1/19/24. The extended Harvard evaluation period is due to holidays in November and December. - The team will submit the new DRS solution implementation plan to ITCRB for approval by 2/06/24

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. • Start work on preparing existing ecosystem apps and APIs for integration during the Planning phase of the project, in Fall 2023. • Develop strategies for mitigating implementation timeline by adding additional resources to the team as needed.	YELLOW	YELLOW	↔