

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – December 2023

Project Manager: Vitaly Zakuta, Senior Project Manager, Library Technology

Project Director: Stuart Snyderman, 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 style="list-style-type: none"> Completed vendor demos. Kicked off a DRS User Group that will serve as platform for user engagement and user acceptance testing. Spun up pilot workflow for data and content migration. RFP evaluation panel is reviewing vendor proposals. Completed change management stakeholder discovery and engagement activities that will inform implementation stage. Started financial modeling of project operating tail and Phase III: Implementation 	<ul style="list-style-type: none"> The team is currently in the final stretch of the Planning Phase of the project. We are finishing the evaluation of vendor responses to the RFP and have completed the vendor demos. We plan to conclude planning phase with vendor selection by end of January 2024. We will be reporting out to ITCRB Project Review Committee on January 30th, at which point the project will move into Phase III: Implementation

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

- Complete evaluation of RFP responses
- Continue sandboxing possible solutions
- Continue financial modeling for project operating tail and Phase III: Implementation
- Complete vendor selection
- Engage pilot workflow for data and content migration and use it for image conversion
- Complete change impact analysis and change readiness assessment.

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
<p>Delay in project schedule by 3 months due to delay in hiring</p>	<ul style="list-style-type: none"> • Inform stakeholders of delay in schedule and inform ITCRB of intent to request project extension for the implementation phase. • Prepare existing ecosystem apps and APIs for integration during the Planning phase of the project, in Fall / Winter 2023. • Develop strategies for mitigating implementation timeline by adding additional resources to the team as needed. 	<p>YELLOW</p>	<p>YELLOW</p>	<p>↔</p>