

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – October 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"> Selected vendors are in the process of responding to the RFP, which has been generated based on functional requirements gathered during Phase I: Discovery. The change manager, Khamiya Oyelaja, in collaboration with Miriam Leigh, project senior business analyst, is performing user discovery sessions to gather information for change readiness assessment. JJ Chen, DRS Futures Data Engineer and Brian Hoffman, DRS Futures Software Engineer, are developing a data transformation pipeline using Kubernetes and AirFlow technologies. The pilot use of the pipeline will be for generation of high throughput delivery format images out of DRS production masters. The team has presented a DRS Futures project update to Harvard Research Data Council, and will seek further collaboration with the University research data officers to enable more interaction between DRS and research data repositories at Harvard 	<ul style="list-style-type: none"> RFP response submissions and vendor proposals are due by 11/17/23. Harvard team will evaluate responses to the RFP in November and December of 2023, which may include vendor presentations, with the expected final vendor selection due by 1/19/24. 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

- Review bidder submissions.
- Make selection decision.
- Continue building and scaling up data transformation pipeline.
- Continue working on preparing existing ecosystem apps and APIs for integration with future solution.
- Complete change impact analysis and change readiness assessment.

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
Delay in project schedule by 3 months due to delay in hiring	<ul style="list-style-type: none">• Inform stakeholders of delay in schedule and inform ITCRB of intent to request project extension if needed 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.	YELLOW	YELLOW	↔