

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – November 2023

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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 RFP Q&A and vendor response period. Spun up pilot workflow for data and content migration. Assembled and trained RFP evaluation panel. Completed change management stakeholder discovery and engagement activities that will inform implementation stage. 	<ul style="list-style-type: none"> The team is currently in the final stretch of the Planning Phase of the project. We are evaluating vendor responses to the RFP and have scheduled vendor demos. We plan to conclude planning phase with vendor selection by end of January 2024.

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 Vendor demos.
- Evaluate RFP responses.
- Spin up DRS User Group that will serve as platform for user engagement and user acceptance testing.
- Sandbox possible solutions.
- 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 	YELLOW	YELLOW	↔

	<p>project extension for the implementation phase.</p> <ul style="list-style-type: none">• 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.			
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