

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – January 2024

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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"> Finished evaluation of RFP responses Completed preliminary functionality testing using vendor-provided sandboxes Completed initial security review of finalists' vendor proposals by the HUIT security team Completed initial financial modeling for Phase III: Implementation Presented project update that included key points about two finalists and initial financial modeling for Phase III to ITCRB PRC Scaled up pilot workflow for data and content migration 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 have completed evaluating vendor responses to the RFP and have two finalists. We are continuing API testing and metadata modeling with vendor-provided sandboxes, and aim to complete our sandbox evaluation by the end of February 2024. After some additional due diligence, including checking references, and follow-up questions with vendors, we plan to make vendor selection in March 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	↔	We are planning to finalize contracting with the selected vendor by April 2024, but we realize that the contracting process make take longer than initially expected. We plan to catch up on any scheduling delays during the Implementation phase.

Upcoming Milestones / Deliverables

- Complete sandbox API bulk testing and metadata and content modeling
- Finish vendor evaluation and make final vendor decision
- Finalize financial modeling for Phase III: Implementation and project operating tail based on final pricing
- Initiate full vendor risk assessment with selected vendor and HUIT
- Start working on communication and stakeholder engagement plan for Phase III

Project Risks / Concerns