

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – February 2024

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"> The team has completed vendor evaluation and made a recommendation for a finalist in the RFP process Completed full HUIT vendor risk assessment for the recommended finalist by HUIT security team Finalized financial modeling for Phase III: Implementation and project operating tail based on final pricing offered by the selected finalist Completed scaling up of ETL transformation pipeline that will be used for migration to new system 	<ul style="list-style-type: none"> The team has completed Phase II: Planning, and has embarked on Phase III: Implementation. We have selected our preferred vendor and the vendor has passed the HUIT Vendor Risk Assessment process. We are currently doing due diligence with company profile research with the help of Harvard Strategic Procurement Once this research is complete, we will start contract negotiations.

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 may take longer than initially expected. We plan to catch up on any scheduling delays during the Implementation phase.

Upcoming Milestones / Deliverables

- Complete company profile research with HUIT Strategic Procurement and Gartner
- Start contract negotiations
- Start planning and design for integration components that will be developed by LTS team
- Complete communication and stakeholder engagement plan for Phase III

Project Risks / Concerns