

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – March 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"> Completed company profile research with HUIT Strategic Procurement and Gartner; will pursue recommendations on business continuity and disaster recovery plans as part of contracting Completed change management communication plan for Phase III: Implementation Started contract negotiations and requested draft SOW from vendor Started planning, prioritization and design for integration components that will be developed by LTS team Completed development of image conversion pipeline and tested it out Surveyed stakeholders on functionality of prioritized components of the old system that will need to be replaced by new vendor or locally developed functionality and analyzed responses 	<ul style="list-style-type: none"> The team has started contract negotiations with the selected vendor. In parallel, the team is working on planning, prioritizing and designing local integration components for interfacing new system with Harvard infrastructure.

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 May 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 draft of DRS content modeling design based on vendor metadata layout
- Define clear migration pathways for migration of DRS content to new system
- Complete prioritizing DRS local integration components and start working on design of prioritized components
- Start work on testing plan and assembling test data corpus in advance of software implementation and testing