

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – October, 2022

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"> We have onboarded the Senior BA position as of 9/27. Additionally, we have hired the project technical architect, who will be starting on 10/24. After initial review of proposals, the project team leads have set up follow-up interviews for the Digital Preservation Consultant engagement, with the goal of finalizing the engagement details by end of October and starting the engagement in early to mid-November. Project website is projected to be released to public by early October. Project team leads are finalizing the membership of the project executive committee, with the goal of completing recruitment by mid-October. Several members of the project team have attended the iPres digital preservation conference and held discussions with digital preservation systems vendors and peers who are using the systems on our preferred list. The team members have gained valuable information that allowed the team to narrow down the list of systems to review. 	<ul style="list-style-type: none"> Full stakeholder engagement and landscape review will begin once Digital Preservation consultant is on board

Project Health Metrics

Category	Current Status	Previous Status	Trend	Comments (optional)
Overall	GREEN	GREEN	↔	Project activities are on track
Resources	YELLOW	GREEN	↓	Project team is not yet fully resourced due to hiring process taking longer than anticipated
Scope	GREEN	GREEN	↔	Project scope has been agreed on and accepted by stakeholders
Budget	GREEN	GREEN	↔	Project is currently on budget
Schedule	YELLOW	GREEN	↓	Project team hiring does impact schedule, but gaps can be closed with existing team members in the near-term

Upcoming Milestones / Deliverables

- Onboard the Digital Repository Solutions Architect at the end of October
- Complete hire for Digital Preservation Consultant role
- Release project website to public

- Complete recruitment for project executive committee
- Commence digital preservation repository landscape review and wider stakeholder engagement

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
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