Digital Preservation Repository Service Modernization – March – April 2023

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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	- The analysis of the stakeholder survey has been completed and is now available on the project website. - Stakeholders' current DRS workflow interviews have been wrapped up and the resulting use cases had been added to the use case document. - Work continues on abstract content model design for the new solution, incorporating user feedback from stakeholder interviews and focus groups. - The team is continuing to hold DRS Futures Focus Groups through the month of April. The results of this engagement will be codified into use cases which will inform functional and business requirements. - The foundational technical principles document has been finalized. This work will serve as the basis for functional requirements and engagement with prospective vendors. - The team is commencing recruitment for the budgeted project positions of two software engineers and a change manager, with the intent to start them in July 2023.	- Stakeholder engagement has commenced in January 2023 and will continue through end of April 2023. - The results of stakeholder engagement activities will be codified as functional requirements and user stories

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, extending the Discovery phase to end at June 2023, but we have high confidence that we will catch up with scheduled activities during the Planning phase, ending the Planning in Dec 2023 as initially planned and moving to Implementation in Jan 2024.

Upcoming Milestones / Deliverables

- Continue work on abstract content modeling for the future DRS repository.
- Recruit budgeted project positions.
- Tabulate and prioritize collected use cases to prepare for transforming into functional requirements document.
- Start work on the functional requirements document.

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend