

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – May 2023

Project Manager: Vitaly Zakuta, Senior Project Manager, Library Technology

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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"> The analysis of the stakeholder engagement including the stakeholder focus groups has been completed and the report has been sent to stakeholders and posted on the DRS Futures website The team is engaged in prioritizing functional requirements collected as the result of the stakeholder engagement and drafting an RFP for vendors. The team is proceeding with recruitment for the budgeted project positions of two software engineers and a change manager, with the intent to start them in July 2023. 	<ul style="list-style-type: none"> Stakeholder engagement that has commenced in January 2023 has been completed in April 2023. The results of stakeholder engagement activities are being codified as functional requirements and user stories and will inform the drafting of the RFP for vendors

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 recruitment for budgeted project positions.
- Finish prioritization of collected use cases
- Draft and review RFP
- Schedule vendor presentations.

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
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