

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – September 2023

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"> RFP has been distributed to vendors and they are currently engaged in generating responses. The team had been participating in vendor Q&A as the vendors are engaging with the RFP. The change manager, Khamiya Oyelaja, is currently working on change impact analysis and change readiness assessment. JJ Chen, DRS Futures Data Engineer and Brian Hoffman, DRS Futures Software Engineer, are working on preparing existing ecosystem apps and APIs for integration with future solution. Currently they are developing a proof-of-concept data transformation pipeline using Kubernetes and AirFlow technologies. | <ul style="list-style-type: none"> RFP has been open for formal Q&A period with prospective vendors between 9/25/23 and 10/6/23. Harvard responses to Q&A have been due by 10/13/23. The Q&A period is now complete. RFP response submissions and vendor proposals are due by 11/17/23. Harvard team will evaluate responses to the RFP in November and December of 2023, which may include vendor presentations for finalists, with the expected final vendor selection due by 1/19/24. The extended Harvard evaluation period is due to holidays in November and December. The team will submit the new DRS solution implementation plan to ITCRB for approval by 2/06/24 |

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 with a delay of approximately three months, extending the Discovery phase to end in June 2023. The Planning phase, which started in July 2023 will extend until 2/6/23, at which point, once implementation plan is approved by ITCRB, Implementation phase will start. The contracting with the prospective vendor is expected to be finalized by 3/28/24. |

Upcoming Milestones / Deliverables

- Review bidder submissions.
- Make selection decision.
- Continue building and scaling up data transformation pipeline.
- Continue working on preparing existing ecosystem apps and APIs for integration with future solution.
- Complete change impact analysis and change readiness assessment.

Project Risks / Concerns

| Risk / Issue | Mitigation Approach | Current Status | Previous Status | Trend |
|--|---|----------------|-----------------|-------|
| Delay in project schedule by 3 months due to delay in hiring | <ul style="list-style-type: none">● Inform stakeholders of delay in schedule and inform ITCRB of intent to request project extension if needed for the implementation phase.● Start work on preparing existing ecosystem apps and APIs for integration during the Planning phase of the project, in Fall 2023.● Develop strategies for mitigating implementation timeline by adding additional resources to the team as needed. | YELLOW | YELLOW | ↔ |