

MONTHLY PROJECT STATUS REPORT

Digital Preservation Repository Service Modernization – August, 2022

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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"> Project startup activities have successfully commenced. The project launch has been formally announced to the project stakeholders and the wider Harvard community. Project charter has been drafted and shared with the stakeholders. We have established project collaboration space (SharePoint and Slack channels), and set up project tracking tools (ZenHub, SmartSheet). We are currently recruiting for project team roles. The recruitment is taking a bit longer than anticipated due to market conditions. We hope to fill the project roles by early September 2022. Several members of the project team will attend iPres digital preservation conference and interface with peers who are using digital preservation systems on our preferred list. Once project team roles are filled, we will begin stakeholder engagement and landscape review. 	<ul style="list-style-type: none"> Project startup activities are on track Hiring for project roles is taking longer than anticipated Full stakeholder engagement and landscape review will begin once Digital Preservation consultant is on board (ETA by early September 2022)

Project Health Metrics

Category	Current Status	Previous Status	Trend	Comments (optional)
Overall	GREEN	GREEN	↔	Project activities are on track, with the exception of hiring for the project team term roles
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

- Complete hire for BA, Architect, Consultant roles
- Set up project public website that will host project documents and report on status
- Complete recruitment for project executive committee
- Attend iPres conference and connect with peers / attend demos of digital preservation systems that are on preferred list for investigation
- Commence digital preservation repository landscape review and wider stakeholder engagement

Project Risks / Concerns

Risk / Issue	Mitigation Approach	Current Status	Previous Status	Trend
Staffing	The tight hiring market is delaying filling of term roles. We have reached out to our various networks and are considering candidates. Project team hiring does impact schedule, but gaps can be closed with existing team members in the near-term	YELLOW	GREEN	↓