

# STRATEGIC PROJECT STATUS REPORT

<b>PROJECT NAME:</b>	<b>Digital Lifecycle Program Launch</b>
<b>REPORTING PERIOD:</b>	<b>July 2018 -- March 2019</b>
<b>CURRENT SCHEDULED PROJECT COMPLETION DATE</b>	<b>Launch phase concludes June 30, 2019; DLP will continue with future phases</b>

## EXECUTIVE SUMMARY

*(Please summarize the status of the project including:*

- Significant project changes that have occurred since the last status report.*
- Decisions that need to be made by the project sponsor or steering committee members.)*

In the past four months we have created the structure for feedback and decision-making and selected top policy and infrastructure issues to address. A major focus has been on the process to stand up, configure, and test our new digital asset management system.

### Accomplishments:

Kathryn Stine, from CDL, hired as a part-time advisor to DLP from November 2018-June 2019. Training and testing began for TIND DA set as our new digital asset management system (DAMS). NetApp storage procured, tested and implemented. DLP stakeholders meeting in December to vet charges and memberships for advisory groups. DLP Steering Committee created in January 2019; first meeting in February 2019. Digital Lifecycle Expertise Group created in January 2019; participated in AUL interviews. Digital Content Risk Assessment and Takedown Policy Working Group charged in January 2019. Consultations to inform design of new Digitization Lab in renovated Moffitt held in February 2019. Purchased additional furniture and equipment for Imaging Services in February 2019. Confirmed new derivatives standards in March 2019.

In the next four months we will produce a refreshed roadmap for DLP, address several key policy and guidelines issues (such as risk assessment and takedown), analyze the current end-to-end digital lifecycle process, recommend staffing options to support continuation of this initiative into next fiscal year, and soft launch a public digital collections site, including a small number of initial collections migrated in, for wider review and feedback.

## STATUS LEGEND

<b>GREEN</b>	ON TRACK/NO CONCERNS	<b>YELLOW</b>	RISK IDENTIFIED	<b>RED</b>	HIGH RISK
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**DASHBOARD STATUSES OF KEY PROJECT AREAS**

*(Describe the status in each of the project areas listed below. If the status of the project area is yellow or red, identify what are the challenges and the actions that are being taken to address them.)*

<b>PROJECT MANAGEMENT</b>	<b>STATUS</b> <i>(Red, Yellow, Green)</i>	<b>TOP ISSUES, RISKS, OPPORTUNITIES, AND ACTIONS</b>
TIME (SCHEDULE)	Green	
COST (BUDGET)	Green	
SCOPE	Green	
RESOURCES (STAFF)	Yellow	DLP advisor position ends in June; aware that future plans are needed
QUALITY	Green	

**DASHBOARD STATUS OF KEY PROJECT DELIVERABLES**

*(Describe the status of the key project deliverables. If there is a change in the estimated completion date for a project deliverable, please note it and describe the causes for the differences and what actions are being taken to meet the revised date.)*

<b>DELIVERABLES</b>	<b>BASELINE DATE</b>	<b>ESTIMATED/ACTUAL COMPLETION DATE</b>	<b>STATUS</b> <i>(Red, Yellow, Green)</i>	<b>TOP ISSUES, RISKS, OPPORTUNITIES AND ACTIONS</b>
1. Acquire interim DLP expertise	Nov 18	Completed	Green	
2. Refresh roadmap and priorities	Jan 19	May 19	Green	Delayed due to competing demands, but to be completed this fiscal year
3. Create DLP advisory group(s)	Jan 19	Completed	Green	
4. Confirm workspaces	Jan 19	Completed	Green	
5. Confirm storage device	Jan 19	Completed	Green	
6. Develop prioritized queues	Mar 19	Jun 19	Yellow	Now prioritized lower; still may address this fiscal year
7. Develop project management system	Mar 19	Unknown	Red	Now prioritized lower; likely wait for new AUL for Digital Initiatives
8. Confirm DAMS platform	Apr 19	Apr 19	Green	
9. Announce TIND DA public site	May 19	May 19	Green	
10. Confirm migration plan	May 19	May 19	Green	
11. Create policies and guidelines	Jun 19	Jun 19	Green	
12. Confirm DLP staffing plans	Jun 19	Jun 19	Green	
13. Complete key projects	Jun 19	Jun 19	Green	