Berkeley Library
UNIVERSITY OF CALIFORNIA

STRATEGIC PROJECT STATUS REPORT

PROJECT NAME:	Digital Lifecycle Program Launch
REPORTING PERIOD:	July 2018 - June 2019 (Annual update)
SCHEDULED PROJECT COMPLETION DATE	Digital Lifecycle Program continues with future phases

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.)*

The Digital Lifecycle Program (DLP) took its first steps from concept to launch. We created the structure for feedback and decision making, selected initial policy and infrastructure issues to address, and laid the foundation for a unified library-wide digital collections site.

Library stakeholders were convened to confirm general directions for the digital lifecycle initiative this year. The DLP Steering Committee and Digital Lifecycle Expertise Group were created and contributed to key discussions. A temporary part-time DLP Advisor was hired for nine months to assist in advancing issues; the permanent DLP program manager position was approved and held for recruitment until Salwa Ismail, the new AUL for Digital Initiatives and Information Technology, began in summer 2019. The DLP is within her portfolio.

The TIND DA digital asset management system was selected with configuration, training, and testing beginning in spring 2019, and ingest of initial collections starting in summer 2019. Further development with TIND is ongoing. A soft launch for the Library's new digital collections site is planned for summer 2019 for library staff, with a public launch planned for fall 2019. Collections will continue to be ingested and spotlighted as they are ready. Digitization continues through the work of the Imaging Services team in-house and arrangements with vendors.

During the year we confirmed library-wide practices and policies such as derivative image creation standards, our imaging guidelines for a broad range of formats, project proposal matrix, takedown principles and policy, and risk assessment principles and workflows. Work is underway to develop risk tolerance memos to guide decisions at key risk junctures and then to train and test the risk assessment and takedown workflows with key collections. We conducted an analysis of two case studies of the steps that current projects followed and the obstacles they have faced; future work will include determining how to mitigate these obstacles.

STATUS LEGEND

GREEN	ON TRACK/ NO CONCERNS	YELLOW	RISK IDENTIFIED	RED	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.)		
PROJECT MANAGEMENT	**STATUS** *(Red,Yellow, Green)*	**TOP ISSUES, RISKS, OPPORTUNITIES, AND ACTIONS**
TIME (SCHEDULE)		
COST (BUDGET)		Future focus: staffing and storage/preservation of digital objects
SCOPE		Future focus: scaling up all aspects of infrastructure, metadata, risk assessment procedures, rights statements, project tracking/management, digitization.
RESOURCES (STAFF)		DLP advisor position ends in August 2019; permanent DLP program manager position in development with plans to begin recruitment in the fall
QUALITY		

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.)				
DELIVERABLES	**BASELINE DATE**	**ACTUAL COMPLETION DATE**	**STATUS**	**TOP ISSUES, RISKS, OPPORTUNITIES AND ACTIONS**
1. Staffing and stakeholder engagement	Fall 2018 (ongoing)	Fall 2018 - Summer 2019		Kathryn Stine hired as interim advisor from November 2018-August 2019. Charged and engaged DLP Advisory Group and Digital Lifecycle Expertise Group. Refreshed workspaces and equipment for Imaging Services, and consulted on design for new Digitization Lab planned for CCL.
2. Roadmap and priorities	Winter 2018-19	Winter 2018 - ongoing		Selected key policies and issues to address this year, and next year. Refreshed roadmap to be developed by fall with new AUL for Digital Initiatives and to be shared in open meeting with all library staff.
3. DAMS platform and Digital Collections site	Fall 2018 - Summer 2019	Fall 2018 - ongoing		Procured TIND DA, worked on testing and training, confirmed initial configurations, and began ingest of collections. Developed splash page for the soft launch of the site with library staff to preview (summer), and planned for public launch (fall). Plan for migration from all other sites/systems so those can be retired.
4. Policies, guidelines, and documentation	Winter 2018-19 - Summer 2019	Winter 2018-19 - ongoing		Explored and documented key practices, procedures, and policies. The risk assessment workflow and takedown policy were a cornerstone for the launch phase. Implementation of the recommendations from that report, and creation of the refreshed roadmap and priorities will be two important elements for next year.