

# DRS ROLES & RESPONSIBILITIES

Last updated: 3/13/2014

Area	DRS2 Project or Ongoing	Preservation Services	Library Technology Services
Oversight	Ongoing	<ul style="list-style-type: none"> <li>• Business owner (FF)</li> <li>• Liaise with library leadership with respect to applicable policies</li> <li>• Create and maintain preservation and usage policies</li> <li>• Coordinate DRS preservation audits</li> </ul>	<ul style="list-style-type: none"> <li>• Technology owner (TR)</li> <li>• Liaise with IT leadership with regard to applicable technology policies</li> <li>• Create and maintain IT security and privacy policies</li> <li>• Contribute to DRS audits</li> </ul>
	DRS2 Project (may become ongoing)	<ul style="list-style-type: none"> <li>• Chair (FF) and participate in the DRS Advisory Group <ul style="list-style-type: none"> <li>◦ Create agendas and maintain meeting minutes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Participate in the DRS Advisory Group</li> </ul>
Management	DRS2 Project	<ul style="list-style-type: none"> <li>• Manage project (AG) <ul style="list-style-type: none"> <li>◦ Coordinate migration</li> </ul> </li> <li>• Report on overall project status to business/technology owners and DRS Advisory Group</li> </ul>	<ul style="list-style-type: none"> <li>• Provide updates on development status to project manager</li> </ul>
	Ongoing	<ul style="list-style-type: none"> <li>• Manage DRS service (encourages appropriate use, initial contact for service, provides context related to other services at Harvard and beyond)</li> <li>• Work with the Library's financial group to manage DRS finances and cost model</li> <li>• Create and periodically review high-level roadmap for sequencing enhancements and major bugs</li> </ul>	<ul style="list-style-type: none"> <li>• Manage DRS system development, system administration, testing, documentation and support teams</li> <li>• Refine and periodically review roadmap based on technical and resource considerations</li> </ul>
System & service requirements	DRS2 Project	<ul style="list-style-type: none"> <li>• Clarifies functional requirements related to DRS2 enhancements</li> </ul>	<ul style="list-style-type: none"> <li>• Seek clarification of DRS2 functional requirements from Preservation Services when needed</li> </ul>
	Ongoing	<ul style="list-style-type: none"> <li>• Represent the users' interests/needs and preservation needs of the content</li> <li>• Coordinate development of high-level functional requirements as needed <ul style="list-style-type: none"> <li>◦ Solicit input from stakeholders</li> <li>◦ <b>Communicate requirements to development team</b></li> </ul> </li> <li>• Prioritize enhancements/major bugs <ul style="list-style-type: none"> <li>◦ Solicit feedback from stakeholders</li> <li>◦ <b>Communicate priorities to development team</b></li> <li>◦ Communicate status for stakeholders</li> </ul> </li> <li>• Sets guidelines for prioritizing all bugs</li> <li>• Monitor and assess external preservation tools and services to</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate on functional requirements so that they can be implemented</li> <li>• Seek clarification of functional requirements when needed from Preservation Services</li> <li>• Create technical requirements and specifications</li> <li>• Prioritize routine bugs</li> <li>• Design and solicit stakeholder feedback on user interfaces</li> <li>• Monitor IT security and privacy requirements relevant to the DRS</li> <li>• Create test and documentation plans</li> <li>• Provide information to Preservation Services to inform budgetary</li> </ul>

		determine applicability toward meeting user and/or preservation requirements <ul style="list-style-type: none"> <li>Participates in review of user interface designs</li> </ul>	requirements (e.g. infrastructure costs and replacement schedule, project-specific costs such as contractors)
IT Enhancements	DRS2 Project	<ul style="list-style-type: none"> <li>Participates in go/no go decisions when advised by LTS that there are significant or unusual release risks</li> </ul>	<ul style="list-style-type: none"> <li>Develop, test and document migration tools</li> <li>Develop, test, document, and put into production remaining DRS2 project functionality as determined by Preservation Services</li> <li>Set up and monitor migration infrastructure</li> <li>Run and monitor migration</li> </ul>
	Ongoing	<ul style="list-style-type: none"> <li>Participates in go/no go decisions when advised by LTS that there are significant or unusual release risks</li> </ul>	<ul style="list-style-type: none"> <li>Develop or install software</li> <li>Plan and make software releases</li> <li>Provide updates on enhancement/bug fixes to DRS manager</li> <li>Leverage and optimize existing software and infrastructure at Harvard and beyond</li> </ul>
IT Operations & Maintenance	Ongoing	-	<ul style="list-style-type: none"> <li>Fix bugs</li> <li>Design, acquire, set up and maintain technical infrastructure</li> <li>Test and document systems</li> <li>Monitor systems</li> <li>Monitor DRS content using integrity checks</li> <li>Perform routine operating system, technology and server upgrades</li> </ul>
Content and metadata	DRS2 Project	<ul style="list-style-type: none"> <li>Analyze content for migration</li> </ul>	<ul style="list-style-type: none"> <li>Analyze metadata for migration</li> </ul>
	Ongoing	<ul style="list-style-type: none"> <li>Create and maintain preservation plans</li> <li>Produce DRS and preservation reports</li> <li>Monitor and advise on new and obsolescent formats and technology</li> <li>Develop and maintain DRS content models</li> <li>Sign off on changes to content characterization</li> <li>Perform large-scale deletions or expungements when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Analyze metadata as needed</li> <li>Develop or identify metadata schemas for use</li> </ul>
User communication, outreach and support	DRS2 Project	<ul style="list-style-type: none"> <li>Communicate project status to Library</li> <li>Coordinate and provide updates on user adoption</li> </ul>	-
	Ongoing	<ul style="list-style-type: none"> <li>Make DRS/digital preservation presentations</li> <li>Advertise/market DRS service</li> <li>Provide preservation guidance and consultation services</li> </ul>	<ul style="list-style-type: none"> <li>Demo software</li> <li>Develop and deliver training</li> <li>Provide user support</li> <li>Provide system updates</li> <li>Communicate releases to users</li> <li>Create and maintain system documentation</li> </ul>