**Final Project**

**Digital Archive and Library**

**Kaplan University**

**School of Information Systems and Technology**

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**MSIT candidate**

**IT599 Applied IT Master Project**

 **Kathleen Hargiss, Ph. D.**

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**ABSTRACT**

 The purpose of this project closure report is to summarize and reflect the work planned and executed throughout the length of the project. This report restates the purpose of the project, the stakeholders, benefits, constraints, etc. This report will reflect on progress during the length of the project, issues, resolutions, and lessons learned.

**PROJECT CLOSURE REPORT PURPOSE**

 This Project Status Report is an overview of the of the Digital Archive /Library project. Items that are discussed are Implementation, Assumptions, Communications Matrix, Resource Breakdown Structure and Risk list.

**PROJECT CLOSURE REPORT GOALS**

* Digital Archive/Library includes a system wide central area where users at some levels are able to access, upload, store, and communicate all aspects of archaeological and anthropological material and users at all levels will be able to access the material through OSA, ProCite, and the I-Sites database.
* Project is complete and will be in production as of August 29, 2011.
* The project is created to allow archaeologists, students, and the general public easy access to educational materials, maps and reports on the archaeology of Iowa through licenses with varying levels of access dependent on the user’s status.
* Database user access levels have been assigned and implemented. Users access to the portal are based on secure login credentials to the resources.

**PROJECT CLOSURE REPORT SUMMARY**

**Project Name:** Digital Archive/Library

**Department:** Collections/Document Management

**Focus Area:** User level Data Access and Implementation and Portal Quality Assurance Testing

**Product/Process:** I-Sites/ ProCite Database Development

**Prepared By:**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
| Eleisha Barnett | Project Digital Archive/Library / Archival Technician Project Manager |

**Project Status Report Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 8/26/2011 | John Doershuk | Project Completed |

A final meeting of the stakeholders was held on August 26, 2011 to discuss Digital Archive/Library project, status and closure of the implementation, database, and linkage I-Sites and any last minute changes or issues that needed to be addressed. Per our meeting , it has been reported completed with minimal issues and changes. The implementation of the Quality Assurance execution during the SDLC phase and what major components will be tested, by whom and the overall defect tracking and resolution system during the testing phase was done successfully and UAT (user acceptance testing) was executed and deemed complete according to specified requirement documentation.

All user level permissions were addressed and assigned. The work has been done to accommodate security access to information on the metadata level itself and the security entry level. Mary De LaGarza worked out other security concerns with VeriSign and any possible licensing issues. Anyone outside of upper management needing full access must first be approved by the Systems Administrator and the Director and/or Associate Director.

The decision and determination of implementing a third party vendor (VeriSign) to assist in a collaborative based software solution for centralized collection and distribution of licensure to users, accounting and auditing purposes has been deemed a success. This is also true of I-Sites, a collaborative effort of Iowa State University and the State Historical Preservation Office and which has been given to the Office of the State Archaeologist at the University of Iowa to maintain.

John Doershuk, Mary De LaGarza and I are satisfied with the testing goals met on the project. Testing was done to check the quality of the site, networking, malware issues, bug defect tracking, linkage issues, quality assurance, etc. The testing phase has been concluded, the UAT is complete, we are going to go live with the newly upgraded Digital Archive/Library and I-Sites on Monday, August 28, 2011, a direct result of all the hard work of the Archives Users group, the students, and the volunteers of the Iowa Archaeological Society. Thanks to all for making this happen!

**3.1** **Project Background Overview**

**Project Charter**

**Digital Archive/Library**

|  |  |
| --- | --- |
| Project Start Date: | Digital Archive/Library’s expected start date: July 20, 2011 |
| Project End Date: | Digital Archive/Library’s expected completion date: August 30, 2001 |
| Project Manager: |  Eleisha Barnett |
| Project Sponsor: | Office of the State Archaeologist |

**Overview**

This project is expected to address the issue of bringing our archives/library into the 21st century by creating a database system for which we will scan our paper archives into a database system and then link to our website, the University of Iowa Libraries, and I-Sites. Other entities may make an application purchase a license to access the site and download the information contained within. This project will involve purchasing a new server to best serve the storage and load needs of the archives/library. A database will need to be created and software purchased and installed to link the electronic files to the database. The archives that are expected to be in the system by system completion date will be the contract completion reports, the research papers, all copies of the Journal of American Archaeology, and all site files. These archives are in electronic form already or will be scanned in by completion date. This will necessitate the purchase of new scanning equipment, computers and monitors, and the necessary software. The archives/library will be added to on other projects; this project concerns the development and implementation of the new digital archives/library.

**Organization**

The Office of the State Archaeologist at the University of Iowa is a multi disciplinary organization comprised of archaeologists, historians, and technicians that are dedicated to the preservation of Iowa’s archaeological past through cultural resource management, curation of artifacts and documents, and the education of students and the public through the various resources that are offered.

**Aspiration**

The Office of the State Archaeologist aspires to be a nationally recognized archaeological research center emphasizing interdisciplinary excellence.

**Core Values**

In addition to supporting the core values of The University of Iowa as stated in *The Iowa Promise: A Strategic Plan 2005–2010*, the Office of the State Archaeologist is guided in its mission by the Society for American Archaeology’s *Principles of Archeological Ethics*. These principles are embodied in seven commitments: *stewardship, outreach, publication, preservation, training, accountability*, and *professionalism*. As a nationally recognized research center, the Office of the State Archaeologist promotes a dynamic intellectual environment, energetic student and public engagement, and advanced research. We actively contribute to the University’s mission and goals. Intellectual and cultural vitality is the foundation of a healthy research organization, and the Office of the State Archaeologist is dedicated to engaging multiple constituencies. Our mission fosters a diverse and vibrant learning environment, enhancing research, teaching, and public service.

**Mission Statement**

The mission of the Office of the State Archaeologist is to develop, disseminate, and preserve knowledge of Iowa’s human past through Midwestern and Plains archaeological research, scientific discovery, public stewardship, service, and education.

**Digital Archives/Library Project**

The Digital Archives/Library will assist the management in achieving the strategic goals by preserving and enhancing, in the current electronic media, archives of various media. This will allow ease of future transference into other media and will preserve archived material that is in various stages of deterioration. This is especially vital for over 50,000 photos, slides, and negatives that may otherwise be lost. Development and implementation of this project will also enhance the research, teaching, and public service by having the information more readily accessible to all within and without the organization, other organizations, educational entities, students, and to the public.

**3.2 Project Highlights and Best Practices**

**Project IT Proposal & Current Situation**

**OSA Archives**

The archive/library situation at the OSA is a state of overflow of materials. Our storage will not contain much more material. Accessibility is difficult and usually involves a considerable amount of assistance, even for those within the OSA organization. Many documents are in various stages of deterioration due to variations in preservation and storage protocols over the fifty years of the OSA’s existence as well as four moves into different facilities with different storage and climate control settings. Added to which, many originals of the documents are kept at the Iowa Department of Transportation, which have these documents in a non climate controlled storage facility, which further added to the deterioration, and at the State Historical Preservation Office which separated photos and figures from the actual reports. A digital archive/library will allow for ease of access, as well as greater accessibility, and for preservation of all archives and library materials.

A small grant was originally awarded to scan contract completion reports to files. Another agreement was reached between the Office of the State Archaeologist and the Iowa Department of Transportation to scan our original documents in exchange for digital copies. The basis of this agreement was that we are able to produce high quality electronic work as opposed to the company they had outsourced the work to who produced results of a poor quality. From these two incidences, a feasibility study was conducted to explore the possibility of creating a digital archive/library. A grant was written and awarded on the basis of enhancing our library; funds were also diverted from the Iowa State University/SHPO I-Sites for the purpose of linking our site files to the database. We also received additional funding from the Iowa Department of Transportation to finance the various scanning projects.

**OSA Digital Archive/Library Service, Products, Benefits**

|  |  |
| --- | --- |
| **Service/Product** | **Benefit** |
| Preservation of Archives | Materials available for future professionals, students, and general public |
| Elimination of excessive paper | Frees up space by eliminating all duplicates and copies, better preservation of the originals by allowing them to be placed in a climate controlled area and eliminating excessive handling |
| Accessibility and ease of use | Quick and easy information within and without the OSA |
| Electronic availability  | Access to OSA archives for academic entities, government bodies, professional firms |
| Electronic availability | A source of revenue for the OSA and environmentally friendly  |

**3.3** **Project Closure Synopsis**

**Project Objectives**

The Digital Archive/Library Implementation will accomplish the current and future needs of the following OSA/I-Sites System requirements for a centralized web based system accessible to all OSA employees, archaeologists, academics, students, and the general public and target benefits of the Digital Archive/Library Implementation.

**PROJECT METRICS PERFORMANCE**

**4.1 Goals and Objectives Performance**

 The project objectives called for the creation of a database and Web portal that encompassed secure login with validation of the pages to inform the user if they created an account that has already been used, if they tried to log in with the incorrect information, and if their username or password did not meet the minimum requirements.

 Each of these objectives was met and is working the way that was expected. It did take longer to accomplish these objectives than what was outlined.

**4.2 Success Criteria Performance**

* Ninety percent of the site is ready and functioning. The remaining items (listed below) will be completed in the near future
* The creation of the database and digitized documents, maps, and photos is complete. The login criteria will be linked to user level security and after a user logs in, they will be directed to their proper view of the information and data. The portal security will be linked to the database to keep track of when users log in and out and their session activity.

**4.3 Milestone and Deliverables Performance**

|  |
| --- |
| **Users Web Portal** |
| Prepared By:Eleisha Barnett | Date:8/26/2011 | Reporting Period:**7/20/2011** to **8/30/2011** |
| Project Overall Status:On time – Completed.  |
| Project Summary:Database and digitized library has been constructed on time and ready for production.  |
| **Milestone Deliverables performance reporting overall**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |
| Milestone 1 |
| * Implementation of Hardware/Software
 | 7/29/2011 | 100% | Complete |
| * Set up users subdomain
 | 7/30/2011 | 100% | Complete |
| * Set up file structure
 | 7/30/2011 | 100% | Complete |

 |
| **Milestone Deliverables scheduled for completion over next period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Deliverables** | **Due Date** | **% Completed** | **Deliverable Status** |
| Milestone 2 |
| * Creation of the Database
 | 8/2/2011 | 100% | Complete |
| * Scanning Completion of Contract Completion Reports
 | 8/3/2011 | 100% | Complete |
| * Scanning Completion of Site Files
 | 8/15/2011 | 100% | Complete |
| * Scanning Completion of Research Papers
 | 8/17/2011 | 100% | Complete |
| * Scanning Completion of Journals of American Archaeology
 | 8/19/2011 | 100% | Complete |
| * Linking Database to the Website
 | 8/20/2011 | 100% | Complete |
| * User Acceptance Testing
 | 8/24/2011 | 100% | Complete |
| * Go Live
 | 8/29/2011 | TBS | In progress |

 |
| **Project** **Budget/Financial Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Planned Budget** | **Actual Cost** | **Variance/Explanation** |
| Project Completion Reports | $250,000 | $239,372 | $10,628 |

 |
| **Issue Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue and Description** | **Project Impact** | **Target Due Date** | **Issue Status** | **Issue Resolution** |
| * Deterioration of Project Completion Reports
 | Medium | 8/24/2011 | Closed | Pulled from main project, revisit at a later date as a separate project |

 |
| **Objectives for Next Project Status Review**

|  |
| --- |
| **Work completed.**  |

 |
|  |

**4.4 Schedule Performance**

**Project Stakeholders**

|  |  |  |
| --- | --- | --- |
| Name | Position | Contact Information |
| John Doershuk | Director, OSA | john-doershuk@uiowa.edu |
| Steve Lensink | Associate Director, OSA | steve-lensink@uiowa.edu |
|  Carl Merry | Director, HAP | carl-merry@uiowa.edu |
| Julie Hoyer | Archivist | Julianne-hoyer@uiowa.edu |
| Mary De La Garza | IT Manager | mdelagarza@uiowa.edu |
| Eloise Ramirez | HAP Archaeologist | eloise-ramirez@uiowa.edu |
| Cherie Haury-Artz | Public Outreach and Education | caury-artz@uiowa.edu |
| Eleisha Barnett | Archaeologist Technician/Archival Technician/Public Outreach | eleisha-barnett@uiowa.edu |
| Linda Langenberg | Professional Development Administrator | linda-langenberg@uiowa.edu |
| Tahira Zaheen | Work Study Student | tahira-zaheen@uiowa.edu |
| Matt Svenson | Work Study Student | matt-svenson@uiowa.edu |

**Project Constraints**

Several project restraints had been identified for the OSA Digital Archive/Library. The first constraint is of budget. This can affect how many people can work on the project full time, travel considerations to retrieve original reports, equipment, hardware and software, and how much can be accomplished within the time frame. Another constraint to consider will be of human resources. Due to the nature of work at the OSA, some personnel are only available part of the year because of field work, speaking engagements, etc. Work study students are only allowed to work up to twenty hours per week and there is a high turnover rate as schedules change, summer holidays, and graduation. Therein, we also have the constraint of constant training of new work study students.

An important constraint to consider is one of travel to retrieve original documents for the best quality archives. An agreement has been reached between the OSA, IDOT, and SHPO for retrieval of these documents in exchange for electronic copies of our work. However, travel has been limited by the university due to the recession and there are the above mentioned human resource constraints. We must also consider the actual archival quality of the documents retrieved and whether the documents can be scanned and rehabilitation possibilities.

In linking the archive/library, we are constrained by privacy issues. We want to allow accessibility to as many as possible, but we must protect the privacy of the landowners and Native Americans, the latter bringing us to another constraint, the Federal Native American Graves and Repatriation Act (NAGPRA). This act forces us to protect the location of sites that contained burials. We need to consider accessibility issues to allow for as much access to as many as possible while still in compliance with NAGPRA and Iowa laws.

**4.5 Budget Performance**

**Budgetary Estimate**

• Adding of Third Party Vendor collaborative/Quality/Reporting based initiative costs are reflected in the following costs: Development, Installation management and staff time and training and documentation.

**Preliminary Schedule and Budget Estimates**

|  |  |
| --- | --- |
| **Milestone** | **Related Costs** |
| Implementation of Hardware/Software | Approximately $7900 |
| Creation of the Database | Approximately $3000 |
| Scanning Completion of Contract Completion Reports | Approximately $8500 |
| Scanning Completion of Site Files | Approximately $2000 |
| Scanning Completion of Research Papers | Approximately $1500 |
| Scanning Completion of Journals of American Archaeology | Approximately $11,188 |
| Linking Database to the Website | Approximately $2600 |
| Testing | Approximately $1500 |
| Go Live | Approximately $1000 |

**4.6 Metrics Performance Recommendations**

**Assumptions**

This project assumes that certain factors are in place to complete the project. Assumptions are that the hardware and software are adequate for scanning and storage of the documents and if not, is capable of being upgraded and adapted to meet the needs of a digital system. We will also assume that after the initial project is completed, we will be able to add to the system. The assumption is also in place that we will be able to retrieve all the originals. If we retrieve all originals that these documents are of a quality that is capable of scanning and if not, then we are able to rehabilitate documents so as able to scan. The assumption is made that we will be able to complete the project within the scope of the budget. The assumption is made that the system will be accessible to all and easy to navigate.

**5 PROJECT CLOSURE TASKS**

**5.1 Resource Management**

**Project Roles and Responsibilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Position** | **Contact Information** |
| John Doershuk | Director, OSA | Director, OSA | john-doershuk@uiowa.edu |
| Steve Lensink | Associate Director, OSA | Associate Director, OSA | steve-lensink@uiowa.edu |
|  Carl Merry | Project Manager | Director, HAP | carl-merry@uiowa.edu |
| Julie Hoyer | Archivist | Archivist | Julianne-hoyer@uiowa.edu |
| Mary De La Garza | IT Manager | IT Manager | mdelagarza@uiowa.edu |
| Eloise Ramirez | Quality Control/Data Entry/Linkage | HAP Archaeologist | eloise-ramirez@uiowa.edu |
| Cherie Haury-Artz | Quality Control/Photo Entry | Public Outreach and Education | caury-artz@uiowa.edu |
| Eleisha Barnett | Archive Scanning/Corrections/ Work Study Supervisor | Archaeologist Technician/Archival Technician/Public Outreach | eleisha-barnett@uiowa.edu |
| Linda Langenberg | Accounts | Professional Development Administrator | linda-langenberg@uiowa.edu |
| Tahira Zaheen | Slide Scanning | Work Study Student | tahira-zaheen@uiowa.edu |
| Matt Svenson | Photo/Negative Corrections | Work Study Student | matt-svenson@uiowa.edu |

**5.2 Issue Management**

 No issues to date to manage. If any should occur, please reference section 5.5 Communication Matrix in order to address particular issues with the responsible party.

**5.3 Risk Management**

**Risk List**

|  |  |
| --- | --- |
| **Risk** | **Risk Description** |
| Inadequate server | Not enough space for storage of digital library |
| Time deficiency | Not enough time to complete project |
| Over budget | Too many resources, underestimate of costs |
| Privacy issues | Maintaining privacy of landowners, Native Americans, and burials while allowing access to information |
| Inability to complete volumes | Unable to locate all documents |
| Personnel deficiency | Lack of human resources due to other projects |
| Security issues | Virus, hacking, etc. |
| File size | Size of scanned files versus quality versus server space |
| Funding is pulled | Due to current the economic conditions, the University has pulled funding in certain areas, we face this risk |

**Preventative Actions List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Issues Description** | **Description Of Preventative Action** | **Assigned To** | **Target Date** | **Status** | **Metrics** |
| 1 | Inadequate Server | Assess current usage and compare to other similar digital libraries, assess current server | Mary De La Garza | 2/2/10 | C | Up to date project information |
| 2 | Time Deficiency | Train more work study students, fast track scanning | Eleisha Barnett | 2/2/10 | C | Fast track resource usage |
| 3 | Over budget | Train more work study students, fast track scanning  | Eleisha Barnett  | 2/2/10 | C | Fast track resource usage |
| 4 | Over Budget | Equipment costs, comparative costs? Used? | Mary De La Garza | 2/2/10 | IC | Alternatives analysis |
| 5 | Privacy Issues | Sell restricted licenses for full access, general for general public | Shirley Schermer | 12/10/10 | IC | Analysis of privacy and security issues |
| 6 | Inability to Complete Volumes | Utilize all entity resources such as IDOT and SHPO as well as our own, then use copies | Eloise Ramirez, Eleisha Barnett | 10/29/10 | IC | Utilization of all resources |
| 7 | Personnel Deficiency | Train more work study students, fast track scanning, also utilize for data entry as necessary  | Eleisha Barnett  | 2/2/10 | C | Fast track resource usage |
| 8 | Security Issues | Use latest antivirus ware, use third party contractor VeriSign, restrict maintenance, updating, and licenses | Mary De La Garza | 12/10/10 | IC | Risk monitoring |
| 9 | File size | Analyze similar digital libraries, run tests with documents, extrapolate information | Eleisha Barnett, Steve Lensink | 2/2/10 | C | Test, quality assurance, risk management |
| 10 | Funding is pulled | Seek other funds, use other sources of in house funding if need be | Steve Lensink, Carl Merry,Julie Hoyer | ? | IC | Cost control |

**5.4 Quality Management**

 **Quality Checklist and Plan for Digital Archive/Library**

**Quality Checklist**

|  |  |  |
| --- | --- | --- |
| **Quality Assurance Functions** | **Yes** | **No** |
| *Does the quality assurance unit or qualified designee do the following?* |  |  |
| Do the tabs, pages, portals, and links work? |  |  |
| Are the site and all the pages, portals, and links easily accessible? |  |  |
| Is the site easy to use and understand? |  |  |
| Is the information correct? |  |  |
| Do the links open in the database? |  |  |
| Does the site maintain the privacy of the user? |  |  |
| Is the site secure? |  |  |
| Does the search engine work correctly? |  |  |
| Are the links words searchable? |  |  |
| Does the online application work? |  |  |
| Does the payment option take one to the VeriSign page? |  |  |
| Does the database and website meet all legal requirements? |  |  |

Quality Management & Organization

Quality management for this project conforms to the following organizational structure:

Quality Assurance Rep

Elizabeth Fox

Configuration Manager

Rob Flagg

Integration Manager

Steve Lensink

Quality Manager

Eloise Ramirez

Project Manager

Eleisha Barnett

Sponsor

John Doershuk

Director, OSA

**Quality Assurance Processes**

There are several methods that will be used to ensure that the Digital Archive/Library project, and the application that results from it, adhere to appropriate quality standards:

• Internal Project Reviews

These are project team work sessions in which the team reviews all deliverables for a phase before scheduling a methodology review.

• Walkthroughs

These are group work sessions in which the walkthrough team validates the deliverable using previously defined scripts, presentations, question & answer sessions, and brainstorming sessions, if appropriate.

• Inspections

These are reviews of a deliverable by the Executive Committee, or sometimes by an implementation team, for the purpose of inspecting and approving the deliverable.

• Testing

Various formats of testing to include functional (Automated and Manual), regression, performance, stress and load testing of each component and system:

**QA Process Presenters**

**Presentation Materials Validators**

**Validation Materials Sign-off Authority**

**Sign-off Criteria Resolution**

Application Blueprint

A script that can be used to demonstrate the business process.

Application Blueprint should be ready to be presented to the executive level for approval. Ready for inspection.

Application Blueprint, including an executive overview, models and descriptive documents; business cases Executive committee:

A script provided by the business team that can be used to demonstrate the business process. Executive committee

The Application Blueprint defines a system that meets the business need’s read for design stage.

**Testing Strategy**

The Systems Administrator shall conduct tests on the website and database linkage. She shall be responsible for reporting to the Project Manager any issues that require more than a minor fix. As of this report, no problem was reported. Data entry staff shall test each link after it is entered. If the link does not work, the staff shall check the URL and report any issue not easily fixed to the Systems Administrator. Again, as of this report, no problems were reported.

**Engagement Consultant & Analysis Status Reports**

The Consultants will provide (written and/or oral) status reports based on analysis of milestone achievement, describing the progress to date, any open issues, and the plans and/or recommendations for the next step.

**Engagement Summary Report**

The consultant(s) will provide an engagement summary at the completion of the work. This final summary report will describe the work completed and make appropriate engagement follow-up recommendations if any.

**Deployment**

Final deployment and training will occur simultaneously once project phase has entered a UAT (user acceptance testing) / pre-production area of the application and project life cycle.

**Defect Repair Control**

The Project Manager, in conjunction with the Systems Administrator shall provide a visual workflow that enables organizations to consistently implement their quality process along with defect tracking and resolution. It allows quality organizations to establish quality phases and the entrance and exit criteria for each phase, as well as quality gates to track and monitor the progress.

**5.5 Communication Management**

**Communication Matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Type** | **Communication Medium** | **Frequency** | **Responsible Party** |
| John Doershuk | Detailed Report | Hard Copy | Monthly | Carl Merry |
| Steve Lensink | Flash Reports, Detailed ReportStatus Report | Verbal, emailHard CopyEmail | DailyMonthlyWeekly | Eleisha Barnett, Eloise Ramirez, Mary De La Garza, Julie Hoyer |
| Carl Merry | Status Report | Verbal, email | Weekly | Eloise Ramirez |
| Julie Hoyer | Status Report | Verbal | As needed | Eleisha Barnett, Eloise Ramirez |
| Mary De La Garza | User Report | Email | As needed | Eleisha Barnett, Julie Hoyer, Cherie Haury-Artz |
| Eloise Ramirez | Flash reports | Verbal, email | As needed | Eleisha Barnett |
| Cherie Haury-Artz | Flash Reports | Verbal, email | As needed | Work Study Students |
| Eleisha Barnett | Flash Reports | Verbal, email | As needed | Eloise Ramirez, Julie Hoyer, Cherie Haury-Artz, Work Study Students |
| Linda Langenberg | Accounting Report | Hard Copy | Daily, Weekly, Monthly | Carl Merry, Mary De La Garza, Julie Hoyer |
| Tahira Zaheen | Flash Reports | Verbal | As needed | Julie Hoyer, Cherie Haury-Artz, Eleisha Barnett |
| Matt Svenson | Flash Reports | Verbal | As needed | Julie Hoyer, Cherie Haury-Artz, Eleisha Barnett |

**5.6 Customer Expectation Management**

 Customer Expectations on the portal should be referenced via the lates version requirements and upcoming documentation and training manuals.

**5.7 Asset Management**

Any questions, specifically on certain parts of the functionality of the application itself (assets), should be address by the following responsible parties:

1. **Resource Breakdown Structure**



**5.8 Lessons Learned**

Given the newness of the technology and the relative inexperience of the team in this area, future endeavors and upgrades on the next version or new version and/or system should take into account the experience of the current staff on this project and the requirement guidelines and milestones used in this project should be made available for reference to any upcoming projects to better the process time and time again. This information should also be taken into account when writing future grant proposals for the project as grants are strictly enforced. Consider the use of other resources affiliated with the organization.

**5.9 Post-project Tasks**

Post Project tasks will include development of a Preventative Action Plan and addition of the Project Completion Reports. Eventually, all material that is not hardbound, i.e. spiral bound, Accupress bound, etc. will be scanned and added to the digital collection. The I-NADB database will also be cleaned up and added to the websites.

**5.10 Project Closure Recommendations**

A library is a living, breathing entity and as such, should be constantly maintained and enhanced. We should continually strive to make improvements. We should look ahead to the next new technologies and not wait until it’s too late to upgrade. So much information was lost already; we should strive to stay on top of the changes so as not to lose any more.

The Director of the Office of the State Archaeologist, John Doershuk and myself, Eleisha Barnett, along with the Archives Users Group are pleased with the Digital Archive/Library at this time. Everyone can gain access and start navigating the site with the implementation of user level access and functionality working as designed. Many thanks go out to everyone involved with the project, the volunteers from the Iowa Archaeological Society, and everyone within and without the Office of the Sate Archaeologist that have contributed to the project in some manner.

**6 PROJECT STATUS REPORT A****PPROVALS / SIGNATURES**

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