



## END PROJECT REPORT

**Project name**                      *Management and Security*

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**Release**                              Date: April 2008

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**Author:**                              Project Manager

**Owner:**                              Senior Responsible Owner (SRO)

**Client:**                              The National Archives (TNA)

# Document History

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**Document Location** Hard copy versions of this document are only valid on the day that they are printed

This document can be accessed here: *[insert Objective link]*

The Objective file path for this document is: *[quote Objective file path]*

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**Revision History** Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
4 April		Initial draft	No

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Role	Form of Approval	Version	Location
SRO	e-mail	0.1	<i>Insert Objective link here</i>
Programme Manager	e-mail	0.1	<i>Insert Objective link here</i>
Programme Board	Minutes	0.1	<i>Insert Objective link here</i>

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Title	Role	Date of Issue	Version
Programme Support Office	e-mail		

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## Purpose

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To record how well the project has performed against its Project Initiation Document.

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This publication contains the following topics:

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**Project objectives**

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**Achievement of the project's objectives**

Main Objective : The Management and Security (M&S) Project is intended to build public and institutional trust in the presumption of authenticity of the digital record holdings of the National Archives.

It will provide advice and guidance conforming to agreed international standards to the Seamless Flow programme and its sub-projects to help ensure that digital records are managed appropriately across their lifecycle from selection onwards in a manner consistent with their security classification.

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**Performance against planned target time, cost and project tolerances**

<b>Project deliverable</b>	<b>Task name</b>	<b>Who</b>	<b>Finish</b>	<b>Status @ April 2008</b> Completed / outstanding / ongoing
1	Impact assessment of handling higher levels of security classification			Completed
2	Statements in support of the presumption of record authenticity for each stage of a record's archival lifecycle from selection onwards			Completed
3	Electronic records handling policy – a high level statement of general electronic records handling principles			Completed
4	Security policy – a high level statement of the security requirements for electronic records in the Seamless Flow programme			Completed
5	Access control policy – a high level statement of access control policy for digital records			Completed
6	Access control model, taking account of access by TNA staff, systems, OGDs, and public access			Completed
7	Disaster recovery and business continuity requirements			Subsumed into ICTD (part of Transfer and network)
8	Architectural and technical requirements, derived from the analyses			Outstanding
9	Accreditation of systems and networks to government information security standards			Completed
10	Digital redaction guidance			Produced in RMCD
11	Implementation guidance where needed for specific controls recommended by the threat analysis			Subsumed into accreditation of systems
12	Other guidance may be produced on a case-by-case basis if specific areas of the Seamless Flow programme require specific input from the M&S project			Completed (SOPS)

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# Changes

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**Handover systems to ICTD after closure**

- **Handover Process**
  - CAB
  - Database + and systems
  - Network support
  - User account management
- **Application Owner**
  - Systems Development
- **System Administrator**
  - ICTD systems administrator
- **Business Owner**
  - TBC

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**Total impact of approved changes**

N/A

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# Quality

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**Statistics for all quality work carried out**

N/A

# Post-project review

**Date**                      **October 2008 – PSO owner**

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**Current  
Position**

Outstanding Deliverables

- No 8 – redraft during April / May
- Department and Series level management tool
  - complete by end of May (contractor)
- Closed access to records tool
  - to complete by end of May (contractor)
- Audit log viewing tool
  - to complete by end of May (contractor)
- CR25 (cataloguing workflow) – access control interfaces
  - to complete by end of April (contractor)
- Lessons Learned log

Risk Log

- No 1 – Not sufficient staff resource to complete work in the time required
  - Closed
- No 3 - May not be sufficient time to deliver advice to other projects in their planning timeframe
  - Closed
- No 4 – Unknown network infrastructure when Seamless Flow is to be deployed but planning must be done now
  - Closed

Issues Log

- No 14 – Retained records do not appear to normal users (provisional flag is not removed)
  - Requires testing

Outstanding Project Tasks

No	Tasks	Finish Date
168	Documentation – Technical specification	May
169	Documentation – Admin guide / SOPS	May
170	Documentation – records metadata lifecycle (1 <sup>st</sup> draft) <b>[cannot begin until legacy migration completed]</b>	May