



## END PROJECT REPORT

**Project name**                      *Transfer*

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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
3 April 2008		Initial draft	No
7 April 2008		Updated 'handover systems to ICTD after closure'	No
22 April		Handover information, project dates	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>
Project Board	Minutes	1	
Programme Board	Minutes	1	

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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**

**Achievement of the project's objectives**

Main Objective : This project will develop processes for the automation of the transfer of records from Departments to TNA and for the management of those processes and all metadata captured by or generated as a result of transfer.

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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	Documentation to Prince2 standard			Completed
2	UML Activity Diagrams; Use Cases; Use Case Diagrams and a Sequence Diagram and other relevant system documentation.			Completed
3	ITT			Completed
4	Transfer System			Completed
5	Generic Metadata Management System (GMMS)			Completed
6	Training Plan			Completed
7	User Support Plan			Completed
8	Pilot/Trial			Completed
9	Rollout/Implementation Plan			Completed

## Changes

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### Handover systems to ICTD after closure

- Handover Process
    - CAB
    - Documentation completed
      - User
      - Systems
      - Installation
  - Content manager
    - Alison Heatherington
  - Content Owner
    - Head of RMCD
  - Technical management
    - Support contract
  - Technical liaison
    - Technical Working Group (yet to be established)
  - Access security
    - SFP System Manager
  - Helpdesk owner
    - DPD
  - SOPs review and update
    - Digital Preservation Services Manager and RMCD Transfer Team Leader
  - Enhancement Request Log
    - **Business Continuity Working Group (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

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## Post-project review

Date            October 2008 – PSO owner

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**Current  
Position**

Outstanding Deliverables

- No outstanding project deliverables
- Lessons Learned Log
- All gate 4 recommendations completed

Risk Log

- No 4 – Failure to get government departments buy in to the Transfer process
  - RMCD Transfer Team Leader
- No 20 – lack of resources, manpower, skills, budgets to this and related projects. In particular the loss of IH and the subsequent gap in experience / skillset
  - Operational side
  - Technical side & contractor liaison - **Technical Working Group Leader (TBC)**
- No 36 – Reliance on MoG being implemented (and adopted) to provide standard exports from OGDs ERMS
  - MoG Working Party

Outstanding Project Tasks

No	Task	Finish Date
168	CR25 implementation	7/5
169	CR25 delivery	13/5
171	CR25 testing	12/6
172	CR25 sign off	17/6
175	CR27 delivery	13/5
177	CF27 testing	12/6
178	CR27 sign off	17/6