



## END PROJECT REPORT

**Project name**                      *Technology Watch*

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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
2 April 2008		Initial draft	No
7 April		Updated 'Handover to ICTD' section	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	0.1	
Programme Board	Minutes	0.1	

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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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**Contents**

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 Technology Watch project (TW) was intended to ensure that electronic records stored by TNA are capable of being accessed in the long-term, within future technological environments, and to inform sustainability requirements within OGDs.

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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> <small>Completed / outstanding / ongoing</small>
1	Technology options report based on evaluation of existing tools and systems against user requirements. This will include a review of relevant international research and development initiatives.			Completed
2	Web-based technical registry			Completed
3	Technical characterisation system			Completed
4	Technology Watch monitoring system			Completed
5	Preservation planning system			Completed
6	Auto-migration system for preservation and presentation migration [ingest to GMMS webservice – Tessella and Triad issue – both working to resolve]			Completed
7	A scheme of Persistent Unique Identifiers for records stored in the technical registry, implemented as resolvable URIs.			Completed
8	A report on options for the maintenance of the information content of the technical registry.			Superseded
9	A framework of advice and guidance on TW issues (e.g. recommended file formats) for OGDs.			Outstanding

# Changes

Handover systems to ICTD after closure

- Handover Process
  - CAB
    - System Database
    - Workflows
- Documentation completed
  - User
  - Systems
  - Installation
- SOPs review and update

Handover Pronom content after closure

- Content manager
  - Handover meeting in April
- Technical management
  - Support contract

Total impact of approved changes

N/A

## Quality

Statistics for all quality work carried out

N/A

## Post-project review

Date

October 2008 – PSO owner

**Current  
Position**

Outstanding Deliverables

- Number 8 – content owner identified
- Number 9 – work on guidance being taken forward by Digital Continuity
- All Gateway 4 recommendations have been closed
- Lessons Learned log

Risk Log

- No 4 - Deliverables do not fully integrate with other TNA systems
  - Closed – transferred to Issue Log ref 18
- No 13 – Slippage / failure of dependant projects
  - Closed
- No 18 – Risk of financial failure of supplier
  - Closed
- No 19 – Adverse effect due to no contingency in budget
  - Closed
- No 25 – Insufficient time to complete UAT due to system migration testing overrun
  - Closed

Issue Log

- No 17 – Manual migration tool requires higher degree of user input for system migration than considered practical
  - Closed
- No 18 - Deliverables do not fully integrate with other TNA systems
  - Closed

Outstanding Project Tasks

No	Task	Finish Date
49	Stage 2b testing	Mid April
50	Stage 2b implementation	End April
53	Produce strategic preservation guidance	21/10
54	Publish / launch	18/11