



END PROJECT REPORT

Project name *Preservation and Maintenance*

Release Date: April 2008

Author: Project Manager

Owner: Senior Responsible Owner

Client: The National Archives (TNA)

Document History

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]*

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 to ICTD' section	No

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	

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

Purpose

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

Contents This publication contains the following topics:

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Project objectives

Achievement of the project's objectives Main Objective :

The objective of this project is to provide a automated digital archival repository working in conjunction with the other products generated from associated Seamless Flow Projects

Performance against planned target time, cost and project tolerances

Project deliverable	Task name	Who	Finish	Status @ April 2008 Completed / outstanding / ongoing
1	Detailed requirements specification			Completed
2	Detailed data model			Completed
3	Detailed process model			Completed
4	Functional Specification			Completed
5	Working Record Preparation Store			Completed
6	Working accession loading capability			Completed
7	Working preservation functionality (migration)			Completed
8	Documented procedures for processes.			Completed*

* - System documentation will need to be updated when the system hardware is replaced.

Changes

Handover systems to ICTD after closure

- **Handover process**
 - **CAB**
- **Technical owner**
- **Technical support**
 - **Support contract - Tessella**
- **Operational owner**
- **Documentation**
 - **User**
 - **System**
 - **Installation**
- **SOPs review and update**
 - **Project Manager**

Total impact of approved changes

N/A

Quality

Statistics for all quality work carried out

N/A

Post-project review

Date **October – PSO owner**

Current Position

Outstanding Deliverables

- DOS back up system
 - Target April / May (resource dependent on legacy migration)
- No 8 – Have existing Digital Archive document set – will be modified when DOS hardware upgrade completed
- Lessons Learned log

Risk Log

- No 18 – Risk of negative relationship between suppliers delivering the different products
 - Closed
- No 3 – Lack of resources – manpower, skills, budgets
 - Closed
- No 5 – Loss of key staff during the project
 - Closed
- No 19 – Risk of Tessella financial failure
 - Closed
- No 22 – Slippage / failure of dependent projects
 - Closed

Issues Log

- No 28 – Migration test delayed until after P&M contract end date
 - Closed

Outstanding Project Tasks

No	Task	Finish Date	Owner