



Date: June 10, 2024

To: Clevon Noel, Project Manager

Project: Digital Governance for Resilience Project

Location: Grenada

Dear Mr. Noel,

This report provides an update on Task 3 of the DG4R project, focusing on the scanning of PSC and Public Library archives. To date, we have digitized a total of 993,577 pages, achieving 76.22% of our goal. Despite challenges with equipment downtime and communication issues with the public library, progress remains steady.

Current Progress

PSC Archives: Total Pages Scanned: 553,577

Public Library Archives: Digitized Pages: 440,000

The cumulative total of digitized pages now stands at 993,577, which is 76.22% of our target goal.

Challenges Encountered

Large Format Scanner Downtime: Intermittent downtime due to an electrical issue, significantly slowing down the scanning of large format books.

Unavailability of Public Library Point of Contact: Delays in digitization of files due to absent staff required for coordination.

Unavailability of files to scan: Staff absences at the library have resulted in several low productivity days, impacting the project timeline and morale.

Mitigation Measures

Efforts are ongoing to resolve technical issues and improve coordination with the public library to ensure the continuation and success of the project.

Updated Timeline for the Project

- Our target for completion of the scanning process: **30th September 2024.**
- Our target for the data entry and indexing processes: **30th October 2024.**
- Our goal is to wrap up the project, complete reporting, and hand over in **November 2024.**

Project Risk Management

Risk Category	Description	Impact Potential	Mitigation Strategy
Delayed Decisions	Progress may stall due to delayed decisions and approvals from the client.	Moderate to High	Ensure scheduled meetings and regular update meetings with the client and project manager remain effective. Ensure timely approval and sign-off on deliverables to the library.

Risk Category	Description	Impact Potential	Mitigation Strategy
Misalignment with Expectations	Without consistent feedback, project outcomes might not align with client expectations.	High	Document and share deliverables for regular reviews. Implement a sign-off process at critical milestones to ensure alignment. Ensure project outputs can be adjusted within the contractual agreement timeframe, which is critical for the handover processes.
Resource Availability	Key personnel or critical resources may become less available as the project nears completion.	High	Plan resource allocation considering key dates. Secure commitments from necessary resources and train additional staff as backups. Ensure plans to train staff for scanning and digitization within the Library project are identified and completed by or before September 2024.
Technical Issues	Integration issues or defects with new systems or components.	Moderate to High	Conduct thorough testing and validation of all new systems before full integration. Include buffer time in the schedule for addressing unforeseen issues. Ensure hosting is well established by the Ministry of ICT for the various systems – PSC and Library.
Budget Overruns	Potential for unforeseen expenses or delays leading to budget overruns.	High	Allocate funds for potential cost overruns due to client delays.
External Factors	Economic downturns, political instability, or significant industry	Moderate to High	Stay informed about external developments and create contingency plans that can be activated if these risks

Risk Category	Description	Impact Potential	Mitigation Strategy
	changes might impact the project.		materialize. Specific risks include the upcoming hurricane season and ongoing drought issues in 2024 in Grenada, which may present challenges for health and project outcomes.

Conclusion

Despite the challenges encountered, Task 3 of the DG4R project is advancing well, with over three-quarters of the total goal achieved. The team's dedication and the support provided by AZITS have been crucial in maintaining momentum.