HSBC Digital Archives Project

Reflections on Implementation

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Reflections on implementing a digital archives solution

Don’t expect to do everything… but plan to do so!
• No solution is final, future development will happen

• Aim beyond current project resources

• Detailed initial requirements lay firm foundations for planning subsequent enhancements – it is all useful work!

Compromise
• Design and implementation phases do not follow what you envisage on paper!

• Compromise or risk delay or even project stasis

• Your compromises can cause you to think again and lead to positive change
  o HSBC federated searching tool was a compromise that resulted in us challenging our conventions of separate digital and physical collections, shaping our ideas on managing a single hybrid collection.
Reflections on implementing a digital archives solution

Project scheduling
• Schedules are prone to lapsing for a variety of reasons
  o Ensure you are informed why
• Be aware of the other commitments of stakeholders
• Keep the schedule up-to-date
  o This ensures that stakeholders are well informed of potential delays
  o A project schedule can be a useful document to use when defending against excessive delays
• Clear schedule allows for effective time management
  o Shows dependencies and unaffected work areas that can still be progressed
Reflections on implementing a digital archives solution

The technical solution is only part of the answer
• It is wrong to assume that a digital archives project is providing merely a technical solution to handling and preserving digital records. It does this and more!

• Approach the project as an opportunity to either form or revisit archiving strategy.
  o We found this project required many changes in policies, processes and procedures

• Expect to raise previously unconsidered areas of policy within your organisation

Peer support
• Make use of it!

• Generous community that can be consulted for demonstrations, frank openness and advice as well as guidance on formulating digital workflow processes.