

Project Management

Introduction

This course is designed to introduce graduate and upper-level undergraduate students to management of multilingual translation and localisation projects. Students learn first about the components that constitute a “project”, and then how to practically manage a project from start to finish. Particularly relevant topics include overall quality control, problem-solving and troubleshooting, as well as crisis management. Students become familiarised with the process of evaluating all human and material resources necessary for successful completion of a project through efficient scheduling and budgeting, in compliance with expected outcomes for the client.

Course/module Description

In this course students learn the basics of multilingual translation and localisation project management. They are introduced to key concepts, procedures and resources for efficient management of these types of projects, and learn to apply them according to the specific requirements of diverse clients and available resources.

Training topics

- Project components, processes and procedures; project deliverables
- Evaluation of human and material resources
- Allocation of resources to qualified service providers
- Scheduling and timelines
- Service offers and progress reports
- Budgeting and expense control management
- Communications management
- Problem-solving and risk management
- Crisis management