

TRANSLATION & PROJECT MANAGEMENT (ONLINE)

Introduction

A project is an endeavor undertaken to create a product or service, with a unique scope timeline, budget, and resources. Project Management is concerned with managing the tasks necessary to complete a project. Such tasks can be grouped in five main categories: Initiation, Planning, Execution, Control, and Closing of a project.

This course is designed as a conceptual and selective hands-on introduction to the project management knowledge needed to successfully operate in the translation industry in various positions.

We will explore the translation process from a business and a linguistic perspective to understand both the translation-related and the non-translation-related tasks involved. We will define these tasks within the framework of a specific project, and build the skills necessary to tackle them.

We will also discuss how to evaluate a translation project in terms of applicable tools, concentrating the discussion in translation memory tools, and we will analyze why and when to apply them.

Course Description

The main goal of this course is to introduce students to some fundamental project management skills required to work in the translation industry in the following areas: translation teams, project management/coordination, QA, client management, vendor management. Upon successful course completion, students will be able to:

1. Understand, identify, and describe the milestones of the translation **process** and the **tools** available in the market to help each step, as well as when and why to apply them.
2. Understand, identify, and describe the variables of a translation **project** and how **tools** affect each project variable.
3. Understand and describe the role of the different **professionals** involved in the translation process and identify the **tools** that will help them the most with their tasks.

Training Topics

- Introductory concepts and definitions
- Fundamentals of file management
- Introduction to translation technology tools
- Project management and document creation