

Translation Project Management Cycle



Prior to the beginning of the translation process, the project manager will contact the client to have a detailed description of the job.

1. Once files are received, they are studied and analysed by the dedicated Project Manager to identify any specific terminology, style, any design (DTP) requirements and contextual specifics.
2. A new Translation Memory is created for the client using TRADOS, in order to ensure utmost accuracy and consistency within the current translation project as well as any future work.
3. Specialised translators are assigned to the project. They are fully briefed on project specifics and client expectations. Complete set of instructions is sent along with material to translate.
4. Once translations are received, they are sent for proofreading. As a separate linguist, the proof-reader

checks the document for accuracy, grammar, punctuation, spelling, terminology, omissions and consistency. He/she implements the changes and prepares a report on mistakes identified.

5. The document is returned to the original translator along with proofreading report. His/her comments are taken into consideration. Target audience, style or further localisation and cultural adaptation issues are discussed at this stage, if necessary.
6. Documents are formatted to master copy standards. Required layout changes are implemented. This is done in whatever format is requested, including web pages.
7. Final designed document is proofread before delivery. Special attention is given to character integrity and typesetting. Documents are delivered in any media format requested.