



Reflections on Translation Project

Amazing Five Translations

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Overview

- Four Linguists, one project manager;
 - Translation of a 314 word document about the Pacific nearshore
 - What went well
 - Lessons learned
- SOW creation; Communication;
- Technology (CAT tool);
- Future projects.

THE INVESTIGATION

The serene seashore where you're sharing a family moment, gazing out at the horizon. The blue Pacific waters where lazy estuaries and craggy gulches mix with the cool currents of the deep.

This is the world of the **nearshore ecosystem**. It's scene that can be found from the California coast to Washington, British Columbia and north through Alaska.

But how are these nearshore ecosystems and resources reacting to the ever-growing roster of threats to its function and health? Scientists need new clues and tools to assess the health of our nearshore waters.

The answer starts with sea otters.



Sources/Usage: Public Domain.
(Credit: Monterey Bay Aquarium. Public domain.)

What Went WELL

GOOD
JOB

- **Communication/Teamwork**

- Communication: Responsive, Open, Effective, Respectful;
- Team Culture: Attitude, Trust, Reliability, Accountability, Collaboration;
- Worked around different time zones

- **Technology/Planning or Process (SOW)**

- CAT Tool
- Google Docs
- Workflow
- **InDesign for Proposal Layout!**



TIMELINE & MILESTONES:

	11/13	11/14	11/15	11/16	11/17	11/20	11/21	11/22
Kick-Off Meeting								
File Prep								
Translation								
QA Check								
Client Review								
Final Revisions								
Deliver								
TOTAL: 8 business days								

SERVICES ESTIMATE:

Item Description	Service	Rates	Units	Total
Translation	Japanese	\$0.20	314	\$62.80
	Korean	\$0.20	314	\$62.80
	Portuguese	\$0.16	314	\$50.24
	Chinese	\$0.16	314	\$50.24
Fuzzy Matches		-20%	N/A	
100% Matches		-80%	N/A	
Review/Proofreading		50% word rate		\$113.04
Desktop Publishing		\$40/page	N/A	
Project Management Fee		10% of subtotal		\$33.91
TOTAL				\$373.03

Technology Usage Takeaways

- Did not create same types of files at first
- Files should be easily accessible by clients with no CAT tools
- Standard Translation process, but need to have same segmentation rules for everybody.
- **Pre-establish rules for file naming, stop rules, text formatting to avoid unnecessary work.**

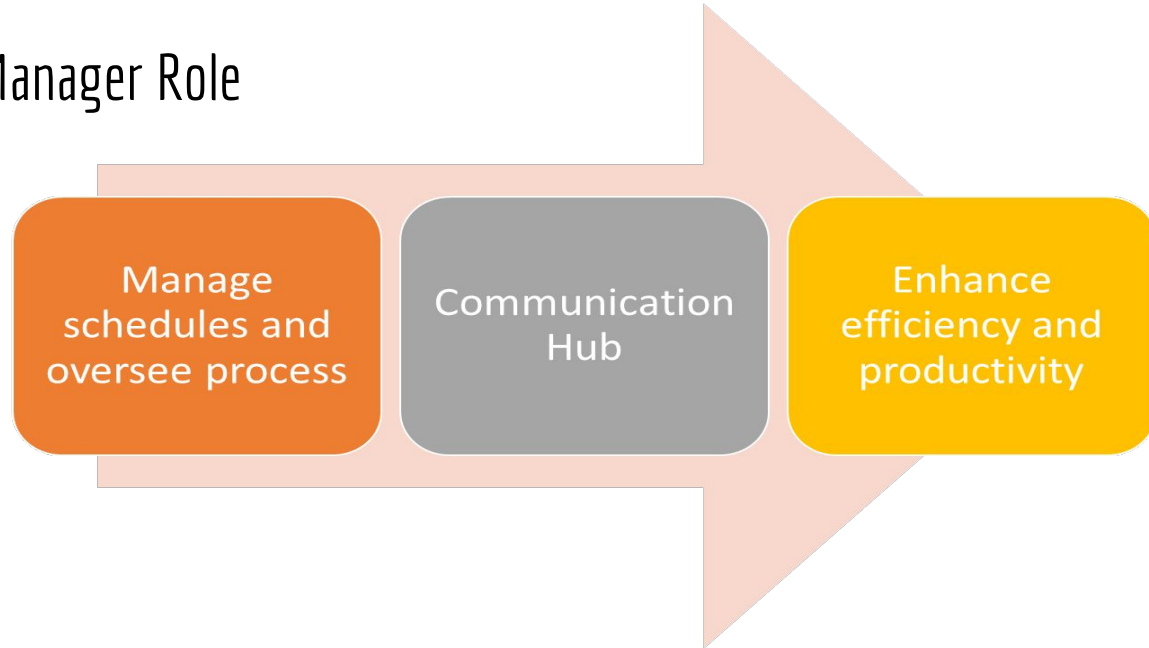


Some extensions can sure be confusing!

Future Project Improvements

Reflections:

1. Project Manager Role



Future Project Improvements

2. Implementing Task Trackers

