TEAM TONKATSU
CAT PROJECT PROPOSAL
2015/11/04
OVERVIEW

1. Description

Our localization team will subtitle an episode of the classic Japanese TV show "Fireman." Our goal is to smoothly translate the Japanese dialogue across our team of five, using a term base to ensure the translation is both consistent and accurate, and to build a translation memory in Trados to make the translation of subsequent episodes more efficient. Trados will also be used in quality assurance to check that certain styles and rules of the subtitles, such as length and punctuation specifications, have been correctly implemented.

2. Resources required

Human resources: Project Manager, Engineer, Terminology Manager, Editor, Proofreader, and Japanese to English Translators.

Tools: SDL Trados Studio 2015, SDL MultiTerm 2015, Aegisub Advanced Subtitle Editor.

Other: Pre-timed Aegisub file and raw video AVI file (to be supplied by client).

3. Setup

Prepare content for translation

- Engineer converts dialog to Microsoft Word file and sends to Project Manager.
- Project Manager sends text to Terminology Manager for term base creation.
- Project Manager imports Microsoft Word file to Trados and creates a Trados project.
- Project Manager divides project into five parts and sends term base and corresponding project package to each translator.

4. Production

Translate content

- Each translator completes his/her assigned project and sends return package to Project Manager.
- Project Manager combines translations and sends project package to Editor.
- Editor checks translation and sends return package to Project Manager. Project Manager accepts changes and updates translation memory.
- Project Manager sends project package to Proofreader with QA instructions.
- Proofreader runs QA test in Trados according to specifications and revises issues and sends return package to Project Manager. Project Manager accepts changes and updates translation memory.
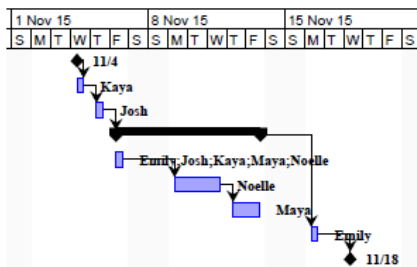
5. Finalization

Complete project

- Project Manager sends project package of final version of translation to Engineer.
- Engineer imports translation to Aegisub to add subtitles to video.

6. Deliverables

The following items are sent to the client.

- Finalized video with English subtitles.
- Term base and translation memory.

7. Timeline

		Name	Duration	Start	Finish	Predecessors	Resource Names	
1		Kick Off	0 days	11/4/15 8:00 AM	11/4/15 8:00 AM		Emily;Josh;Kaya;Maya;Noelle	
2		File preparation	1 day	11/4/15 8:00 AM	11/4/15 5:00 PM	1	Kaya	
3		Make term base	1 day	11/5/15 8:00 AM	11/5/15 5:00 PM	2	Josh	
4		TEP	6 days	11/6/15 8:00 AM	11/13/15 5:00 PM	3		
5		Translation	1 day	11/6/15 8:00 AM	11/6/15 5:00 PM		Emily;Josh;Kaya;Maya;Noelle	
6		Edit	3 days	11/9/15 8:00 AM	11/11/15 5:00 PM	5	Noelle	
7		Proof	2 days	11/12/15 8:00 AM	11/13/15 5:00 PM	6	Maya	
8		Add subtitles	1 day	11/16/15 8:00 AM	11/16/15 5:00 PM	4	Emily	
9		Delivery	0 days	11/18/15 8:00 AM	11/18/15 8:00 AM	8	Emily;Josh;Kaya;Maya;Noelle	

8. Costs

See attached quote.

TEAM MEMBERS

Name	Role	Section	Favorite Food
Emily Taylor	Project Manager, Translator	A	pickled beets
Maya Katzir	Proofreader, Translator	A	chocolate
Noelle Hollister	Editor, Translator	A	waffles
Joshua Falls	Terminology Manager, Translator	B	okonomiyaki
Kaya Doi	Engineer, Translator	B	natto