

# A Project Proposal

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## Description

Our client, United Nations representative Adam Wooten, would like to start a pilot project with us to evaluate our capability in translating UN official documents from English into German and into Simplified Chinese. This proposal aims to provide an overview of timeline, costs, resources, and different phases to be involved in this pilot project.

## Timeline

- Client Kick-off Meeting: Wednesday, October 19
- File prep (Linguistic assets creation, pseudo translation): Oct. 20-25
- Translation: Oct. 25-30
- Editing: Oct. 30-Nov. 1
- Client review (upon request)
- Quality Assurance: Nov. 3-4
- Final review: Nov. 4-6
- Delivery: Monday, November 7 at 8:00 AM PST
- Post-Mortem Meeting with Client (upon request)

## Costs

ITEM	QUANTITY	UNIT	UNIT PRICE	SUBTOTAL
File Preparation	12	/hour	\$20.00	\$240.00
Translation EN-DE	251	/word	\$0.12	\$30.12
Translation 1 EN-ZH	229	/word	\$0.16	\$36.64
Translation 2 EN-ZH	276	/word	\$0.18	\$49.68
Editing (DE)	251	/word	\$0.06	\$15.06
Editing (ZH)	505	/word	\$0.08	\$40.40
QA	8	/hour	\$20	\$160.00
<b>SUBTOTAL</b>				\$571.90
Project Manager Fee			10%	\$57.19
<b>TOTAL</b>				\$629.09

## Resources

- 1 Project Manager
- 3 Translators
  - 2 EN-ZH, 1 EN-DE
- 2 Editors
  - 1 ZH, 1 DE
- 2 QA specialists
  - 1 ZH, 1 DE
- WorldServer license
- 3 English documents
  - <http://www.un.org/press/en/2016/sgsm18199.doc.htm> (ZH)
  - <http://www.un.org/press/en/2016/sgsm18201.doc.htm> (ZH)
  - <http://www.un.org/press/en/2016/sgsm18200.doc.htm> (DE)
- 2 Translation memories
  - 1 ZH, 1 DE
- 1 Termbase (DE-EN-ZH)

## Preparation Phase

WorldServer will be used primarily to prepare and create linguistic assets and other tools necessary to complete the project, including the Users, Workgroup, Project Type, Translation Memory (TM) an Termbase (TB), the Pseudo Translation, the QA model, and various workflows (pseudo translation and project). A pseudo translation is needed to verify that all translatable text will be able to be translated when needed. Below is an outline of the steps needed to prepare for the project:

- Create Users (client, PM, translators, editors, reviewers)
- Create Workgroup (UN Press Conferences)
- Create Project Type (UN Press Conferences)
- Create QA model (UN Press Conferences)
- Create Pseudo Translation Workflow
- Create Pseudo Translation
- Create linguistic assets (TM, TB)
- Create Project Workflow (see Appendix I for detailed workflow)
- Create Project (UN Press Conferences)

## Production Phase

After prepping the files and creating the project, translation of the documents will be completed within WorldServer using its integrated translation tool. TM's and TB's will be updated following translation.

See Appendix I for detailed Project Workflow.

## **Finalization Phase**

Following translation, the editor will then edit the project within WorldServer and finalize any changes necessary. After editing, the client will be given a chance to review the project and to evaluate the progress so far and give recommendations for the remainder of the project. Then, the QA specialist will use the QA model created using WorldServer to review the translations. Errors will be corrected before being passed on for the final review. This will be completed by the Project Manager, who will sign off on the translations and any final changes necessary. The PM will then prepare the files for delivery on November 7 at 8:00 AM PST. Following delivery, the client has the opportunity for a post-mortem meeting to discuss weak points in the project and how to improve our process for the next project.

## **Deliverables**

The delivered assets will include:

- 3 source documents (EN)
- 3 translated documents
  - 2 ZH, 1 DE
- 2 updated translation memories
  - 2 ZH, 1 DE
- 1 updated termbase
- 3 pseudo translated documents

## Appendix I Project Workflow

