

# Report on the Translation Project Management Based on Trados Software

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## Abstract

Based on the Trados translation software, this paper reports the translation management project, mainly including the overall implementation process of the translation project, the specific content of the translation project management as well as the implementation of the translation project. Moreover, the translation project is completed by a translation team formed by four people, which can be used for reference for the preliminary exploration of the translation project management, and is also suitable for teaching simulation.

## Keywords

Translation Project, Translation Report, Project Management, Trados.

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## 1. Introduction

With the development of globalization, "the translation of the working collar, the internal capacity of the work, the form of the work, and the manual section of the work have resulted in the transformation of the period of time." [1] Translation tasks gradually show a trend of scale and mass development. "The development of new business has promoted the transformation of the management of business affairs, and translation services have gradually shifted from the traditional individual or small workshop to the mode of scale, process, cooperation and crowdsourcing." [2] Therefore, translation project management is particularly important.

This translation project is aimed at the translation of related texts of Xiong'an New Area. In view of the fact that the translation content is still confidential, this paper only introduces the basic process and implementation of the translation project. This translation project is also a practice of the translation project management course. Our team consists of four senior students majoring in translation. It is hoped that this paper can be used as a reference for small-scale translation project teams or related students who practice translation project management.

## 2. Project Overview

### 2.1 Team Brainstorming

Normally, after receiving the original text, we review the text, count the words, and do any necessary preprocessing. According to the translation request of the customer, we will make the estimate free of charge within 1-2 hours. Then, after the client confirms the translation and signs the contract with us, we will determine the quantity and time requirement of the original text, and analyze the professional category to confirm the translator. For large-scale projects, we will appoint an experienced project manager responsible for project implementation and coordination.

After receiving this translation task, the translation project team held a group meeting to brainstorm the translation task with the aim of analyzing the process of translation project, evaluating the workload of translation project, as well as estimating the time of completion. Considering that the translation task

involved the process of data collection which translation was based on, our project team planned to collect the data first, and then analyzed the translation content in all aspects in order to organize the following steps of the work.

## 2.2 Translation Project Requirements

Type of translation: written translation (Chinese to English)

Field: tourism, foreign affairs

Application: formal environment, publicity occasions, reference level

Number of words: 3085

Time limit: 14 days (March 21 to April 04)

Target audience: used in tourism English as publicity content, and the majority of readers are English readers

Fault tolerance: 90%

Translation strategy: literal translation is the main task, while free translation is supplementary

Fluency of expression: clear and fluent

Tools: Trados software (purchased), office software (purchased), black horse proofreading software (members with basic software usage)

Finance: no advance payments during the project

Typesetting: for the unified format, the project manager formulated the format requirements for the translation project layout, as shown in Appendix 1.

Reference terminology Database: a standardized terminology Database for the Translation of discourse with Chinese characteristics [3]

Other requirements: match relevant pictures according to content.

## 3. Project Preparation

### 3.1 Project Requirement Analysis

According to the basic situation of the project and customer needs, this translation project was reasonably positioned. The project manager analyzed the feasibility of the project according to the difficulty of the project and the available hardware and human resources of the team. At the same time, she carried out the cost and output ratio analysis. After analyzing various factors such as cost, feasibility, profit and so on, the project manager negotiated the price with the customer. Finally ensuring the profit, our team signed the contract with the customer and finalized the translation project.[4]

### 3.2 Project Planning

#### 3.2.1 Develop Project Implementation Process

The translation process is embodied in the following sequence[5], each of which is further explained later.

1. Order
2. Analysis
3. Arrangement
4. First draft translation
5. Proofreading
6. Final version
7. Typesetting
8. Quality analysis

9. Submission

10. Follow-up tracking

3.2.2 Division of Labour

Our project team was divided into four groups according to the content of the work: data collection, translation, revising and typesetting. Considering our translation ability and workload, we had worked out the following worksheet. See Appendix II for details.

3.2.3 Translation Project Schedule and Self-control Scheme of Translation Quality

According to the project time requirements, the project manager set time requirements for each process to ensure that timely delivery of relevant manuscripts could be made even if an emergency occurred. For details of the schedule of translation, see Appendix III.

At the same time, in order to ensure translation quality, the translation manager developed a self-control program for translation quality, as detailed in Appendix IV.

3.2.4 Formulation of Translation Quality Standards for the Project

To ensure translation quality and serve as a basis for later quality assessment, the project manager formulated the project translation quality standards. See Appendix V for details.

3.2.5 Emergency Handling Plan

The solution to unexpected events lies in the timing of the project. First of all, ensure that each process is completed on time, and prepare 3-7 days in advance to ensure that there is sufficient time, manpower, material resources and so on to solve the unexpected events in the translation project.[6]

3.2.6 Cost Control

In order to control the cost reasonably and ensure the profit at the same time, it is necessary to estimate the cost of each process, monitor the process and keep the risk to the minimum. At the same time, during the process of the project, the cost will change due to the change of the condition, the quality or the time. At this time, the cost evaluation should be redone to ensure that the cost of the project is controllable and reasonable. The cost table is detailed in Appendix VI.

## **4. Project Implementation**

### **4.1 Project Implementation Process**

Considering many factors and unexpected situations, the actual implementation of translation projects was different from the planned implementation.

### **4.2 Data Collection Process**

The data collection process lasted a total of four days. After the collection, the members of the team revised it again to see if there were any omissions and layout, and finally formed the first draft document. Each member was responsible for translating a module of the total.

### **4.3 The Process of Making Term Base**

After collecting the data and combining the high-frequency words, common words and unfamiliar words in the translation, we made term base, which process lasted for two days, as the basis for the subsequent translation.

### **4.4 First Draft Translation**

After the terminology database was completed, the four members of our group were responsible for the translation of different modules, which process took three days. At the same time, to monitor the quality and process of translation, daily translation manuscripts were recycled. Moreover, for those translators with stable quality and a good record of cooperation, the time limit for the collection of manuscripts may be relaxed.

#### **4.5 Control of Revision and Finalization**

We had strict textual and technical proofreading for all the first drafts of translations. In view of the small number of members within the group, our reviser model adopts mutual revision. After the translation process, the translators revised the manuscript of others, after which, the first drafts were turned to professionals for professional proofreading. The two processes focused on mistranslation, omission, spelling, typographical and grammatical errors, as well as the consistency and appropriateness of the words used, and whether the translation method in the glossary had been applied. Finally, translators revised their own translation according to the reviser content to form the final translation.

#### **4.6 Control of Translation Memory Making**

Considering the customer's request for translation memory and the division of labor among the members of the group, finally our project team appointed a member to align the text according to the content of translation and also to make suitable translation memory bank based on Trados software.

#### **4.7 Control of Typesetting**

In accordance with the previous typesetting requirements (Appendix I) and taking into account the number of project team members as well as the workload, our translation team members made typesetting by themselves according to the requests.

### **5. Project Appraisal**

#### **5.1 Customer Feedback and Translation Revision**

We submitted the translation text to customer according to customer's request, and get feedback information in time, kept communication with customer, and modified the translation according to customer's request. At the same time, we paid attention to contact with customers, to leave a good impression on customers, together with accumulate future potential customers.

#### **5.2 Mutual Feedback and Evaluation among Project Members**

The members of the project team scored the other project team members in an anonymous manner, comprehensively considering the enthusiasm, professionalism, completion degree, workload and other aspects of the evaluation of each other, and gave the relevant evaluation.

#### **5.3 Self-assessment of Group Members**

After the end of the project, each team member conducted self-rating and assessment, in view of the division of labor in the group, the types of problems and solutions in the implementation of the project, the unsolved problems and related considerations as well as the inspiration and outlook for the future study work to accumulate experience, learn lessons, and serve future translation work better.

Note:

In view of the confidentiality requirements of translation materials, this paper will not show any information related to translation, such as translation memory, term base, original text, target text and so on.

### **6. Conclusion**

To sum up, the translation project management report is elaborated from four parts: project overview, project preparation, project implementation and project appraisal. At the same time, due to the confidentiality of translation, the original text, target text, translation memory and term base cannot be made public for the time being. What's more, because of the small size of the project team, this report may only be applicable to a small number of translation teams, or can be used as a learning reference for translation project management.

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