ATLAS
TRANSLATIONS

PROJECT MANAGEMENT

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Working as a Project Manager for a Translation Company

The aim of this course is to provide you with an understanding of the skills required to work as a Project Manager. The course covers all aspects of a typical translation workflow from preparing a quote to delivering the finished project. It is suitable for would-be PMs and for those who wish to work as self-employed translators, regardless of whether they work for agencies or for direct clients.

By the end of the course, you will be able to:

1. generate a precise and comprehensive quote;
2. understand the main concepts of translation workflow management;
3. implement your own checklist of tasks that need to be completed throughout the various phases of a project;
4. understand the basic concepts of document management;
5. understand how to keep a small file-based system for managing your own projects and how to keep records;
6. know where to look for further help.

This course can be taken at a date which is convenient for you and is suitable for 1 to 1 or a group of colleagues.

GETTING THE QUOTE RIGHT: Common issues when preparing quotes.

PREPARING THE PROJECT: An overview of the ideal preparation of a project prior to translation.

CHECKING THE TRANSLATION: Guidelines on how to proofread and check final layout and format.

POST-PROJECT: Actions upon completion of a translation project.

FILE-BASED SYSTEM FOR PROJECT MANAGEMENT: A sample system for keeping track of projects, deadlines, translators, etc.

FILE-BASED RECORD KEEPING SYSTEM: Examples of how to keep records of invoices sent, received, paid, expenses, etc.

NO TRANSLATOR IS AN ISLAND: Tips on how to look for help, acquire further expertise, forums, websites, training, teaming up with other translators, etc.

EXERCISES: At the end of the course, you will be given exercises to complete.

ABOUT THE TRAINER
Roberto is a freelance translator who also has an MSc in computing! He's been working with Atlas since 2004, helping to train fellow translators.