

TRANSLATION PROJECT MANAGEMENT



OVERVIEW

Translation helps make text-based materials available in more than one language. Support is available to help coordinate and manage a broad range of factors involved in the translation process. Support with translation project management may include: ascertaining translation needs per the target audience, finding the appropriate professional translation service vendors, obtaining cost quotes based on industry practices, and maintaining standards of professional quality. Not only does translation expand access, but it also builds confidence in the final product and by reducing the costs, energy, and time involved with creating multilingual materials that support our organizational mission.

TRANSLATION PROJECTS

Language access staff contracts with independent service providers for translation projects. Depending on the language pair, nature and scope of the document(s), and other considerations involved with large or small-scale translation of documents, approximately three weeks is needed from authorization of the translation to delivery to the requester. Small projects being translated through single requests (e.g. brochures, posters, newsletters, etc.) may have a quicker turnaround time whereas larger scale projects with multiple components (e.g. creating bilingual curriculum, multi-modal program delivery, etc.) may require more time to coordinate.

TRANSLATION SERVICES

Prior to requesting support with translation, your project files should be:

- A final version, requiring no further major edits to content
- Separated and saved as different components (e.g. saving pre-test and post-test assessments as individual files rather than collating them and saving as a single Word document)
- In a format that can be edited (i.e. no scanned images of documents); this includes graphics
- Names of any funding source(s) used to support the project/event
- Additional persons or organizations collaborating on the project/event

CONTACT US:

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Submit an OAIC Support Request Form at:

<http://blogs.extension.wisc.edu/oaic>

