ltrad2505
2023

Managing translation & localisation projects

5.00 credits	15.0 h + 15.0 h	Q1

Teacher(s)	De Groef José ;
Language :	French
Place of the course	Louvain-la-Neuve
Prerequisites	Good knowledge of the Microsoft Office suite and exchange formats
Main themes	Practical, theoretical and relational aspects of the different stages in the management of a translation/localisation project
Learning outcomes	**At the end of this learning unit, the student is able to :**
	1 Ready translation and terminology resources for a translation/localisation project;
	2 Get the most out of translation tools in preparing a translation/localisation project for translation/revision;
	3 Communicate respectfully and constructively with different actors involved in a translation project;
	4 Manage a translation/localisation project through each of the stages from enquiry to delivery, in a professional and timely fashion;
	5 Work effectively as a member of a team.
	Contribution of teaching unit to learning outcomes assigned to programme
	This unit contributes to the acquisition and development of the following learning outcomes, as assigned to the Master's degree in translation :
	• 2.7, 2.8
	• 6.2, 6.3
	• 8.1, 8.2
	AA-FS-TL. To develop expertise and a high level of competence in the fields of terminology, terminotics, localisation, technical writing, and project management in translation and localisation, in order to be able to engage effectively in language service provision of this type.
Evaluation methods	Evaluation (at the end of the term) of a project gathering all elements covered during this course. Evaluation criteria: Terminology dimension Use and management of computer aided translation and terminology tools Knowledge of the theory Theori: 75% Practical works: 25%
Teaching methods	Face-to-face teaching or practical works. Practical exercises on pc
Content	This course will go through the different steps of a translation/localization project, and through the different documents that should be created (quote, purchase order, invoice, etc.). This course will also focus on communication between the different stakeholders. Finally, this course will cover the different aspects related a project planning and budget.

	Academic year 2015-2016 only: this course will include an introduction to the localization process, focusing on the videogame world.
Faculty or entity in charge	LSTI

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in Translation	TRAD2M	5		🔍