
Role of the Project Manager

In return, a good Project Manager will:

- discuss and agree suitable **software formats**, if your **deadlines** are achievable, whether or not it is advantageous to use **Translation Memory** or other translation software with your project,
- be able to select, coordinate and manage a **team** of suitable freelance and/or in-house **translators** and revisers to work on your project,
- ensure all translators working on the project are aware of **your requirements** and that they are met,
- decide, with the translators, on an appropriate **writing style** and how much **cultural adaptation** is necessary, given the target markets and intended use of the translations,
- **ask you questions** as the project proceeds, perhaps bringing to your attention errors or unclear sections in the original document,
- ensure **consistent formatting** and **standardised presentation** between the foreign documents, and
- organise the **review and amending** of the translated texts before printing or final uploading to your website.

They may also offer to carry out a final review of the published translation (eg a brochure, once designed and laid out but prior to print, or a website, after the content has been finalised but before it goes live).

Completing the project

Once you have received the translations back from the agency, arrange for in-house subject specialists, distributors or established clients to check the suitability of the terminology and style that has been used. A good agency will handle any feedback in a professional manner.

Summary

Using a translation agency for multilingual projects should be quicker and significantly reduce management input. The Project Manager should be fully briefed as to the purpose of the work, any layout and style preferences, file formats and deadlines. Once complete, all the translations should be carefully proofread before use.