

WORKFLOW – TRANSLATION

<u>Typing</u>	Non-overwritable text (e.g. password-protected Acrobat file) or hardcopy original: creation/conversion into .doc format according to the original layout.
<u>Glossary</u>	Text analysis, terms extraction. Terminology research, preparation of glossary.
	Client's review and approval (term base for the translation project).
<u>Translation</u>	First draft, based on the approved glossary, using CAT tools, where possible.
	Terminology issues: tackled by the Language Manager, who submits any question to the client, through the Project Manager, before the final version.
	Check (made by the translator) and preparation of the final version.
<u>Revision</u>	Internal revision: the revisers examine the translation for its suitability for the agreed purpose, compare the source and target texts, and recommend corrective measures. If necessary, they prepare a detailed report for the client.
<u>Delivery</u>	Translation
	Report
	Final cost statement
<u>Feedback</u>	Project-based (comments / suggestions / opinion by the client on the specific job)
	Periodic (comments / suggestions / opinion by the client on the service)
<u>Up-date</u>	Terminology update: glossary, TMs (translation memory) and Style Guide updated by the Language Manager Work-process update: internal GOP (Client Guide) updated by the Project Manager
<u>Improvement</u>	Assessment of the resources involved in the project

