

Project Management

Code: 43779
ECTS Credits: 9

Degree	Type	Year	Semester
4315970 Tradumatics: Translation Technologies	OT	0	2

Contact

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Use of Languages

Principal working language: spanish (spa)

Teachers

Jordi Ballonga Xaver
Rosa Maria Esqué
Juan Jose Arevalillo Doval
Patricia Paladini Adell
Adrià Martín Mor

External teachers

Pablo Muñoz
Óscar Nogueras

Prerequisites

Having taken, or taking, the previous MA modules.

Objectives and Contextualisation

- Learn the principles of project management
- Learn how localization projects are managed
- Learn how to manage projects with machine translation.
- Learn how to apply SEO (Search Engine Optimisation) and SEM (Search Engine Marketing) techniques.
- Learn about advanced spreadsheet techniques.
- Learn about translator and business start-up tax issues.
- Learn strategies of professional insertion.
- Learn strategies for working as a freelance translator.

Competences

- Continue the learning process, to a large extent autonomously.
- Define, evaluate and solve problems related to translation technologies.

- Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
- Know the professional translation and post-editing market: its profiles, requirements and socio-economic role.
- Make efficient use of assisted translation and correction software.
- Make informed, well-reasoned decisions in the field of translation technologies.
- Manage one's own knowledge consistently and systematically, in coordination with other persons and independently, with the emphasis on quality.
- Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.

Learning Outcomes

1. Comply with instructions and lead times, individually and in teams.
2. Continue the learning process, to a large extent autonomously.
3. Identify the problems associated with the management of a translation project and provide solutions through computer-assisted translation programmes.
4. Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
5. Know marketing strategies to use with clients or potential clients.
6. Know the value of the services provided.
7. Make informed, well-reasoned decisions in the field of translation technologies.
8. Manage one's own knowledge consistently and systematically, in coordination with other persons and independently, with the emphasis on quality.
9. Manage production processes with resources shared on a server using computer-assisted translation tools.
10. Negotiate with the client (lead times, fees, billing, specifications, etc.).
11. Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.
12. Specify the requirements and objectives of the client.

Content

This module includes contents that are transversal to any translation project, such as tools for management, taxation or TA project management. Content includes managing complex projects in localization companies as well as individual projects as a freelance translator.

- Principles of project management: What does a translator need to know about project management? Teacher: Olga Torres (Spanish).
- Project management: What does a project manager need to know? Teacher: Juanjo Arevalillo (Spanish).
- Project management with machine translation: What does a project manager need to know when using machine translation?
- SEO (Search Engine Optimisation), SEM (Search Engine Management) and translation: what are the peculiarities of a translation project focused on SEO and SEM? Teacher: Óscar Nogueras (Spanish).
- Spreadsheets: How can we increase productivity with spreadsheets? Teacher: Adrià Martín (Catalan).
- Taxation for translators and Creation of companies: What are the legal and tax requirements to be a freelance translator? What elements should we take into consideration for the creation of companies related to translation? Teachers: Jordi Ballonga and Rosa Maria Esqué (Catalan and Spanish).
- Freelance translator: What do you need to know to work as a freelance translator? Teacher: Pablo Muñoz (Spanish).

Methodology

- Theoretical lectures
- Seminars

- Task-based classes for solving problems / cases / exercises
- Practical exercises in the classroom
- Reading: books / articles / reports
- Self-study
- Writing reports / coursework

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Training activities carried out in the classroom	56	2.24	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Type: Supervised			
Training activities supervised by the teaching staff	28	1.12	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Type: Autonomous			
Training activities carried out by the student on a self-study basis outside the classroom.	111	4.44	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2

Assessment

- 10% Attendance & participation
- 40% Submitting a report on the principles of project management + freelance translator. Teacher: Olga Torres
- 10% Mastery of practical knowledge on taxation and business creation. Teacher:
- 15% Mastery of practical knowledge on project management. Teacher: Juanjo Arevalillo
- 15% Mastery of practical knowledge on project management with automatic translation. Teacher:
- 10% Mastery of practical knowledge about SEO and SEM. Teacher: Óscar Nogueras

Related matters

The above information on assessment, assessment activities and their weighting is merely a guide. The subject's lecturer will provide full information when teaching begins.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

Students may not retake assessment activities in which they are found to have engaged in misconduct. Plagiarism is considered to mean presenting all or part of an author's work, whether published in print or in digital format, as one's own, i.e. without citing it. Copying is considered to mean reproducing all or a substantial part of another student's work. In cases of copying in which it is impossible to determine which of two students has copied the work of the other, both will be penalised.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Attendance & Participation	10%	10	0.4	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Control of practical knowledge	50%	10	0.4	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Submission of reports and assignments	40%	10	0.4	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2

Bibliography

The teacher of each content will provide the corresponding bibliography.

Diaz Fouces, O., García González, M. (eds.) (2008). *Traducir (con) software libre*. Granada: Comares.

Esselink, B. (2000). *A practical guide to localization*. Amsterdam/Philadelphia: John Benjamins.

Jiménez-Crespo, M. A. (2013). *Translation and Web Localization*. Milton Park, Abingdon, Oxon: Routledge.

Kenny, D. (2009). *Corpora*. En: Mona Baker y Gabriela Saldanha (eds.), *Routledge encyclopedia of translation studies* (p. 59-62). Londres: Routledge.

Martín-Mor, A.; Piqué, R.; Sánchez-Gijón, P. (2016). *Tradumàtica: Tecnologies de la traducció*. Vic: Eumo Editorial.

O'Hagan, M. (2009). "Computer-aided translation (CAT)". En: Mona Baker y Gabriela Saldanha (eds.), *Routledge encyclopedia of translation studies* (p. 48-51). Londres: Routledge.

Oliver, A. (2016). *Herramientas tecnológicas para traductores*. Barcelona: UOC.

Oliver, A.; Moré, Q. (2007). *Les tecnologies de la traducció*. Barcelona: UOC.

Ping, K. (2009). "Machine translation". En: Mona Baker y Gabriela Saldanha (eds.), *Routledge encyclopedia of translation studies* (p. 162-168). Londres: Routledge.

Somers, H. (ed.) (2003). *Computers and translation: A translator's guide*. Amsterdam-Philadelphia: John Benjamins.