Working with Project Managers 101

Understanding the Project Manager to improve your working relationship

What makes a good project manager/ freelancer relationship?

✓Communication based on mutual respect
✓Understanding where the PM is coming from
✓Organization
✓Positive attitude/Sense of humor
✓Flexibility
✓Ability to anticipate/think ahead
✓Problem solving

Breaking down the process

Typical Project Lifecycle:
1. Initial client contact. The source is received and target countries/ languages, deadline and any additional services needed are assessed.
2. The agency reviews source and project specifications. An estimate for cost and turnaround time is sent to the client for approval.
3. Upon approval, the project is launched and the PM reviews all of the information, sets up files and deadlines and lines up resources for all stages (translation, editing, proofreading, etc.)
4. The source file is prepped and the translation cycle begins.
5. Once the translated document(s) is/are final, the PM reviews everything one last time and implements any necessary changes.

Breaking down the process

Typical Project Lifecycle:
6.If additional services beyond translation are taking place, they will take place at this stage (DTP, formatting, etc.)
The project is delivered.
7.If the client does a review of the text and comes back with changes, the PM lines up any necessary resources to review and implement changes as necessary. Sometimes, the client wants to have a conference call to discuss changes and this may be arranged as well.
8.The project is invoiced and resource invoices are processed.

How to become a go-to translator

✓**Application process, getting your foot in the door**
✓Accept a project and do a stellar job
✓Referrals!

How to become a go-to translator (continued)

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Communication

Flexibility

Teamwork

How to become a go-to translator (continued)

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