# Data Table

PROJECT\_ID: Project code (additional info, likely not necessary).

PM: Responsible management team.

TASK\_ID: Task code.

START: Task start date.

END: Theoretical task delivery date (can be used to compare with the DELIVERED date to check for delays).

TASK\_TYPE: Task type. Some considerations must be taken into account:

* DTP: Desktop-Publishing tasks.
* Engineering: Engineering tasks such as file conversions, coding, etc.
* LanguageLead: Linguistic management tasks. Assigned to highly experienced and quality-oriented individuals who regularly work on the project.
* Management: General management tasks.
* Miscellaneous: Various linguistic tasks.
* PostEditing: Post-editing tasks. Similar to Translation tasks but with slightly different skills required for the TRANSLATOR.
* ProofReading: Full review of a Translation or PostEditing. Always follows a Translation or PostEditing. The TRANSLATOR assigned must have more experience than the person who performed the initial step.
* Spotcheck: Partial review of a Translation or PostEditing. Similar conditions as ProofReading.
* TEST: Test required to qualify for working with a client. Should be assigned to the most experienced and high-quality TRANSLATOR for the client or topic, regardless of price but considering the deadline.
* Training: Translator experience and quality are not considered.
* Translation: Translation task. The translator’s quality can be slightly lower if the ProofReading (not Spotcheck) is done by a superior. If Spotcheck is done, the required quality must be met.

SOURCE\_LANG: Source language.

TARGET\_LANG: Target language.

TRANSLATOR: Translator responsible for the task.

ASSIGNED: Time when the task is assigned (pre-notice) to the TRANSLATOR (see Kanban system: https://en.wikipedia.org/wiki/Kanban).

READY: Time when the TRANSLATOR is notified that they can start.

WORKING: Time when the TRANSLATOR starts the task.

DELIVERED: Time when the TRANSLATOR delivers the task.

RECEIVED: Time when the PM receives the task.

CLOSE: Time when the PM marks the task as completed.

FORECAST: Estimated hours for completion.

HOURLY\_RATE: Task hourly rate.

COST: Total task cost.

QUALITY\_EVALUATION: Quality control evaluation.

MANUFACTURER: Client.

MANUFACTURER\_SECTOR: Level 1 client categorization.

MANUFACTURER\_INDUSTRY\_GROUP: Level 2 client categorization.

MANUFACTURER\_INDUSTRY: Level 3 client categorization.

MANUFACTURER\_SUBINDUSTRY: Level 4 client categorization.

# Schedules Table

NAME: Name of the TRANSLATOR.

START: Workday start time.

END: Workday end time.

MON: Works on Monday? (1 yes, 0 no).

TUES: Works on Tuesday? (1 yes, 0 no).

WED: (1 yes, 0 no).

THURS: (1 yes, 0 no).

FRI: (1 yes, 0 no).

SAT: (1 yes, 0 no).

SUN: (1 yes, 0 no).

# Clients Table

CLIENT\_NAME: Client name.

SELLING\_HOURLY\_PRICE: Hourly selling price.

MIN\_QUALITY: Minimum expected quality from TRANSLATORS.

WILDCARD: When not all conditions can be met, which condition can be relaxed.

# TranslatorsCost+Pairs Table

TRANSLATOR: Translator name.

SOURCE\_LANG: Source language.

TARGET\_LANG: Target language.

HOURLY\_RATE: Cost per hour.

# Other Considerations

The translator's experience should be evaluated based on the hours they have worked for a specific client, a client type, or a task type.