

Project

PMBok Hindi Edition- Translation

Meeting Location

Virtual Meeting

Meeting Purpose

Process Orientation

Date: 19-Mar-2001



Meeting Organizer: Hari P Thapliyal

1. The Team
2. Sign NDA
3. Time Commitment
4. Project Objective & Scope
5. Font Research
6. Translation Lifecycle
7. Time Line/ Milestones/ Assignments
8. List of Translation Items
9. Translation & Review Process
10. Timesheet & Progress Review Process

The Team

S.No.	First Name	Last Name	Location	Responsibilities
1	Sucheta	Dhere	Hydrabad	Translator, Reviewer, Consolidator & Client Interaction
2	Priyanka	Jha	Chennai	Reviewer
3	Vidya	Prakash	Chennai	Translator & Reviewer
4	Amitabh	Rai	Calcutta	Translator & Reviewer
5	Jitendra	Bhakuni	Calcutta	Translator & Reviewer
6	Sanjeev	Sharma	Mumbai	Translator & Reviewer
7	Govind	Innani	Pune	Reviewer
8	Hari Prasad	Thapliyal	Chennai	Translator, Reviewer & Team Coordination
9	Arun	Lal	Jamshedpur	Translator, Reviewer

Project Objective & Scope

- Translation & Review of PMBoK chapters translated by Translating company
- Translation & Review of PMBoK chapters not started by Translating company

Time Commitment & Expenses

- Expense & Reimbursement
 - Any project related expenses will be reimbursed by PMI India
- Working Time
 - Minimum 8-10 Hours Commitment in a week. Initially it can have few spikes.

Scope of Work

A. Translation

- Existing work
 - Get the existing work done in Kruti Dev font in MS word format
 - Translate the work from PMBoK English translation & use the existing translation work wherever possible
- New Translation
 - Translate the chapter which are not touched by translating company (if you do not know typing you can write on paper or use phonetic typing & Kruti converter tool)
 - Type the work in MS Word Kruti Dev Format

B. Review

- Send the work for review to Review Committee

Translation Perspective

1. Give high priority to use commonly used or officially used Hindi words (in place of English or Urdu or any other language words). If not clear you check with people with government
2. Take care of spelling
3. Exact or very close meaning should come out. Word to word translation is not required.
4. Grammatical mistakes
5. English word can be used with Hindi phonetics if there is no near word available in Hindi or Urdu or native language
6. Take care of sentence formation, dual meaning, confused meaning, no meaning is not acceptable
7. Look from the perspective of Hindi government officials & Hindi speaking project managers

Review Perspective

1. Proof reading
2. Spelling mistakes
3. Grammatical mistakes
4. Translation mistakes – word meaning not correct/clear
5. Sentence formation incorrect, grammatically wrong
6. Meaning not coming out
7. Any better word/options for translation.
8. Any other observation you can make. Basically, this is like an end user testing/review of the product. How would the end user – i.e. person who intends to learn PMBOK in Hindi feel or find it easy to read, understand the translated version of PMBOK.

1. <http://emindicsrv/release/crawl/home/Hindi.aspx>
2. <http://dict.hinkhoj.com>
3. <http://translate.google.com/#auto|hi|>
4. <http://www.shabdkosh.com>
5. <http://translation.babylon.com/english/to-hindi/>

Hindi Photetic Typing Convert to Kruti Dev

6. <http://nictcsc.com/hindi%20fonetic/hindifonetic.html>

Font Research Steps

Before any person starts working on the project, this research must be complete on the working machine

1. You should have access to internet
2. MSO (2003 or 2007) installed on your machine
3. Copy Kruti Dev .ttf files in font directory – Contact Hari Prasad
4. Launch the MS Word
5. Open the Hindi-test-document – Contact Hari Prasad
6. Switch on the tracker
7. Do some modification and send across to Hari Prasad.

Objective

- All change tracks (made by various people) on the document should be visible, readable, editable to all the participants
- No scanning, printing, manual proof reading required

Research Progress

Research is successful on the machines of following people

1. Hari
2. Sanjeev
3. Vidya
4. Jitendra
5. Govind
6. Arun

No reply from

1. Priya
2. Amitabh
3. Sucheta

Each chapter will go through this lifecycle

- Translation
- Typing
- Review
- Feedback incorporation
- Final Review
- End user review of Word Document
- Print Formatting of document
- End user review of Printed format

Translation & Review Process

Each chapter will go through following Translation & Review Process

Step	Activity	Responsibility
1	Translation	Translator
2	Typing in <u>MS Word, Kruti Dev font</u>	Documentor
3	Review in <u>MS Word, Kruti Dev font machine. Keep tracker on</u>	Reviewer
4	Feedback incorporation in <u>MS Word, Kruti Dev font. Keep tracker on. Accept or reject change after discussion with reviewer</u>	Translator
5	<u>**Final Review MS Word, Kruti Dev font</u>	Reviewer
6	End user review of Word Document	End user
7	Print Formatting of document	Printing Company
8	End user review of Printed format	End user

**** Translation will not be considered final review if any change is suggested and accepted by translator. Step 3 & 4 will loop till all changes suggested and agreed by author are not incorporated**

Timeline & Milestones - A

Chap. No.	# of Page	Lifecycle	Milestones	Assignment
1	12	TRAN		Amitabh, Jitendra
		DOC		Hari
		REV	1-Apr	Sucheta
		ENDR1		
		ENDR2		
2	20	TRAN		Vidhya, Govind
		DOC		Hari
		REV	30-Mar	Sucheta
		ENDR1		
		ENDR2		
3	32	TRAN		All
		DOC		Sucheta
		REV	22-Mar	Sajeev, Vidya, Hari
		ENDR1		
		ENDR2		
4	32	TRAN		Sanjeev, Priyanka
		DOC		Sanjeev
		REV	27-Mar	Sucheta
		ENDR1		

Timeline & Milestones - B

Chap. No.	# of Page	Lifecycle	Milestones	Assignment
		ENDR2		
5	26	TRAN		Sanjeev, Priyanka
		DOC		Sanjeev
		REV	31-Mar	Sucheta
		ENDR1		
		ENDR2		
6	36	TRAN		Vidhya, Govind
		DOC		Hari
		REV	4-Apr	Sucheta
		ENDR1		
		ENDR2		
7	24	TRAN		Amitabh, Jitendra
		DOC		Hari
		REV	27-Mar	Sucheta
		ENDR1		
		ENDR2		
Glossary-Keywords	32	TRAN		All
		DOC		Sanjeev
		REV	21-Mar	Hari
		ENDR1		
		ENDR2		

Translation Work- A

Chapter No.	# of Page	Translation Required
Front cover page	1	Yes
Last cover page(both sides)	2	Yes
page 1	1	Yes
page 2	1	Yes
Notice page	1	Yes
TOC	12	No
List of tables & figures	9	No
Preface to 4th edition	5	Yes
1	12	Yes
2	20	Yes
3	32	Yes
	4	Yes
4	32	Yes
5	26	Yes
6	36	Yes
7	24	Yes
8	26	Yes
9	28	Yes
10	30	Yes

Translation Work - B

Chapter No.	# of Page	Translation Required
11	40	Yes
12	32	Yes
References	2	No
Appendices	2	Yes
Appendix A	10	Yes
Appendix B	22	No
Appendix C	14	No
Appendix D	4	Yes
Appendix E	4	No
Appendix F	6	No
Appendix G	7	Yes
New- Appendix H	2	No
Glossary	32	
Extended glossary english to hindi - new section to be added	30	No
index	13	Yes

Management Processes

- Timesheet Entry
- Progress Review Status Meeting



Hari Prasad Thapliyal

PMP, MBA, MCA, PGDFM, MCITP

9566002948

Hari.p@pmi-chennai.org