

# Statement of Work

This Statement of Work shows the details of localizing and globalizing the MSPaint.exe file.

## Description

MSPaint is an application that comes installed with earlier versions of Microsoft Windows. It is used for graphical editing. This will be used by consumers, not professionals.

## Timeline and Work Breakdown Structure

<b><u>Task</u></b>	<b><u>Due Date</u></b>
<b>Preparation Phase</b>	
Create a glossary	1 March 2014 at 1pm
Create a style guide	1 March 2014 at 1pm
Start a post-mortem to keep track of lessons learned as we go along	1 March 2014 at 1pm
Do a pseudo-translation	1 March 2014 at 6pm
<b>Production Phase</b>	
Complete the first draft of the translation	8 March 2014 at 5pm
Run the program	8 March 2014 at 6pm
<b>Finalization Phase</b>	
Edit the program to find the obvious mistakes	11 March 2014 at midnight
Get a native editor to look it over ( <i>optional</i> )	12 March 2014 at midnight
Export the translation memory	14 March 2014 at 6pm (because the lab closes after that)
Package the final deliverable to send to Adam	15 March 2014 at 8:30 am
Upload the file to Learning Suite	15 March 2014 at 9am
<b>Presentation Phase</b>	
Prepare a presentation	22 March 2014 at 8:30 am
Present	22 March 2014 at 9am

## Resources Required

- People
  - Localizers: Daniel Despain, Sarah Lemmon
  - Editors: Daniel Despain, Sarah Lemmon
- Tools
  - Translation Environment Tool: SDL PASSOLO
  - Google Docs to host the glossary and style guide
- Time
  - 9 translations hours (based on 200 WPH and 1800 words)
  - 5 editing hours
  - 5 technical hours (setting up the keyboard shortcuts)

## Known Risks

- Daniel's Japanese is rusty. Therefore the translation hours will take more time. To mitigate this risk we have scheduled plenty of time for translation.
- We are using Passolo for the first time, so there will be a learning curve. Start working with Adam present so he can answer questions.
- Daniel not checking his email often enough. I'll even check during some of my classes this time. Seriously.

## List of Final Deliverables

- MSPaint in English (the original file)
- MSPaint in Japanese
- Glossary
- Style Guide
- Translation Memory in Japanese