

Digital Resource Library Translation Project Plan

In Partnership with the TransAtlantic & Pacific Translation Project

March 3-20, 2020

Prepared for Team Ravioletti (19) by Tesia Kosmalski

Project Summary

The goal of this project is to produce a clear and concise Italian to English translation for the University of Trieste online library. The team will focus on three web pages within the digital resource library. The translated web pages will serve the needs of English speaking international students. As part of the TAPP education program, a team of native Italian and North American students were assembled to complete the project. The team will perform all translation and project management tasks between March 3-20, 2020.

About the TransAtlantic & Pacific Translation Project

The TAPP project simulates professional translation work as it is in business environments. Students at the University of Minnesota (UMN), Twin Cities, and the University of Trieste (UT), Italy, will be organized into teams and given specific roles, responsibilities, and tasks. Each team will complete a translation job (source language: Italian; target language: English) following some of the stages and steps that a real-life professional translation project goes through.

About Team Ravioletti (19)

Team 19 discussed their team name and decided to rename the team to “Team Ravioletti” in homage to their favorite food. Team Ravioletti includes the following members:

- Translators & Revisors
 - Alessandra Vitiello
 - Elena Angelucci
 - Emilia Palmieri
 - Margherita Giacomini
- Project Manager
 - Tesia Kosmalski

Team Member Roles & Responsibilities

Team members shall fulfill role expectations based on the definitions from the course syllabus. Alessandra, Elena, Emilia, and Margherita decided to learn about each part of the translation process. They have agreed to act as both translator and revisor through different phases of the project.

- **Translator**
 - Establish the purpose of and translate source texts and glossary
- **Revisor**
 - Edit, revise, and review target text
 - Compare source to target text

Tesia Kosmalski will act as project manager and proofreader.

- **Proofreader**
 - Review for punctuation and grammar
 - Final comparison of target to source text
 - Consolidate and deliver translated materials

Team members are responsible for team communications to discuss translations, revisions, and proofreads. To support discussion, team meetings will happen twice a week for 60 minutes over Zoom. The tools, Slack and WhatsApp, will then be used to discuss daily or time-sensitive issues.

Scope of Translations

The team shall provide translations for the three assigned source texts as well as a project glossary. All text on these pages shall be translated from Italian to English. The full source text will be copied from the web pages to a working series of Google Docs for translation, revision, and proofread. Once proofread, the target text will be exported as a PDF for delivery to the client.

1. [Indaco Search Engine](https://www.biblioest.it/SebinaOpac/article/che-cose-reteindaco/digitale)

<https://www.biblioest.it/SebinaOpac/article/che-cose-reteindaco/digitale>

This page summarizes the detailed search engine for the research of movies, ebooks, music, and online magazines. The page also gives the readers information about the digital library

called “Indaco”, the cutting-edge digital system affiliated with many academic libraries that allows online access to said electronic resources.

2. [Media Library Online](https://www.biblioest.it/SebinaOpac/article/media-library-online/mlol)

<https://www.biblioest.it/SebinaOpac/article/media-library-online/mlol>

This page summarizes and explains digital lending with the Medialibrary Online (abbreviated MLOL). This service is available for all users that have registered in at least one of the libraries among the ones belonging to the Biblioteca Statale Stelio Crise di Trieste or one of the libraries in the municipality of Trieste.

3. [Services Summary](https://www.biblioest.it/SebinaOpac/article/accesso-alle-risorse-elettroniche/risele)

<https://www.biblioest.it/SebinaOpac/article/accesso-alle-risorse-elettroniche/risele>

This page gives a detailed description of the services and electronic resources at the University of Trieste. These services include digital academic documents and magazines in the DISCOVERY SERVICE (EDS) and Edizioni Università di Trieste. A unique resource for oncology-related information is the CIGNO WEB database.















4. Glossary of Terminology & Interface Elements

A glossary of common terminology and interface elements will be created to support consistency across all the texts. Common terminology includes names for features or items specific to the texts, i.e. “Newspaper” or “eBooks.” Interface elements are any labels for links, buttons, or input fields, i.e. “Search” for buttons or “Home” for links to the home page.

Project Document Management

All project documents will be stored [in a workspace on Google Drive](#). A dedicated folder exists for each source text, project phase, and team member. The source text and glossary folders will store the translated, revised, and proofread versions of the text. Project phase folders will hold weekly overviews and checklists for team roles. Team members can select the supporting resources to store in their own folders.

My Drive > T Ravigioetti [In 1 - Translation Phase] ▾ 

Name ↑	Owner	Last modified
 1 - Translation Phase - Due March 8th	me	Mar 1, 2020 me
 2 - Editing Phase - Due March 15	me	Mar 1, 2020 me
 3 - Proofreading / Trieste Phase - Due March 16	me	Mar 1, 2020 me
 4 - Proofreading / MN Phase - Due March 18	me	8:39 PM me
 Alessandra	me	Mar 1, 2020 me
 Elena	me	Mar 1, 2020 me
 Emilia	me	Mar 1, 2020 me
 Margherita	me	Mar 1, 2020 me
 Source Text - Glossary & Interface Elements	me	Mar 1, 2020 me
 Source Text - Indaco	me	Mar 1, 2020 me
 Source Text - Medialibrary Online	me	Mar 1, 2020 me
 Source Text - Services Summary	me	Mar 1, 2020 me
 Tesia	me	Mar 1, 2020 me
 Timelines & Project Management Documents	me	Feb 26, 2020 me

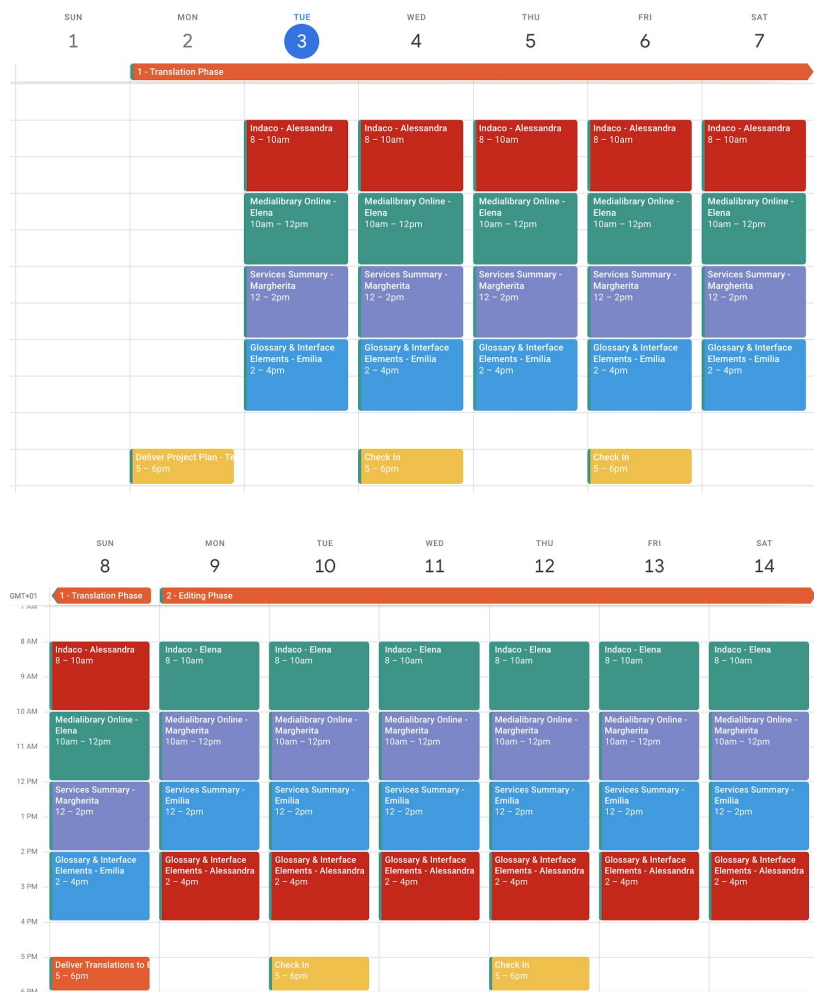
Google Drive Workspace

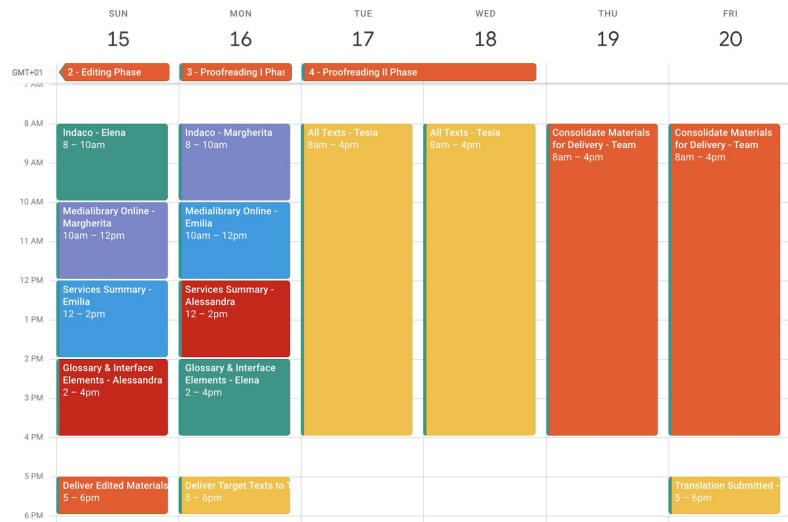
Project Schedule

Team members are assigned different texts for each phase.

Source Text	Translator March 3-8	Revisor March 9-16	Proofreader March 17-20
1. Indaco Search Engine	Alessandra	Elena	Tesia
2. Media Library Online	Elena	Margherita	Tesia
3. Services Summary	Margherita	Emilia	Tesia
4. Glossary	Emilia	Alessandra	Tesia

All tasks and status meetings can be accessed [on Google Calendar](#).





Google Calendar

Risks to Delivery

Project schedule could be impacted by the spread of the coronavirus. Quarantines are in place in Italy and the U.S., classes have been cancelled, and communications are strained. We will assess the workload every week as a team. Tesia will report back to the client and request additional time or decrease in scope accordingly.