TEAM RAVIOLETTI (19) - TRANSLATION PROJECT PLAN

March 2-20, 2020

Translating   March 3-8

Editing   March 9-18

Proofing & Delivery   March 19-20

Purpose & Objective

To accomplish a clear and concise translation from English to Italian for *International Students that research at the University of Trieste.*

Roles

The team in Trieste has agreed they want to try each role. Each team member will fulfill the expectations listed below and complete the checklists from the project management handbook in [their folders on Google Drive.](https://drive.google.com/drive/folders/1eXIJeZZjhhvqhigjipR28q8hCtWtybLA?usp=sharing)
https://drive.google.com/drive/folders/1eXIJeZZjhhvqhigjipR28q8hCtWtybLA?usp=sharing

Each team member has a color code assigned to them that will exist in the Google drive document folders.

Source Text	Translator	Editor		Proofreader II
1 - Indaco	Alessandra	Elena		Tesia
2 - Medialibrary Online	Elena	Margherita		Tesia
3 - Services Summary	Margherita	Emilia		Tesia
4 - Glossary & Interface Elements	Emilia	Alessandra		Tesia

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

Responsibilities

Team members are expected to discuss translations, edits, and proofs on Slack. They are expected to manage documentation on Google Drive. They will also be expected to call in for check-ins twice a week to discuss issues or open questions on either on Zoom, Google Meet, or Slack. We can keep these meetings to 30-60 minutes.

Translator: Establish the purpose of and translate all source text.

Editor: Edit, revise, and review target text. Compare source to target text.

Proofreader I: Review for punctuation and grammar. Final comparison of target to source text.

Proofreader II: Review for punctuation and grammar. Final comparison of target to source text. Consolidate and deliver translated materials.

Scope

Materials to be translated from *Italian to English* are web pages illustrating the digital resources of the University of Trieste's library system. All text in these web pages need to be addressed. All text from the site will be embedded into a PDF. Working translation, editing, and proofreading will happen in a shared Google document then export into a PDF for delivery.

Source Texts

1 - Indaco

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

This page provides users with a detailed search engine to enable 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.

Time Estimates

Translation	16 hours
Editing	16 hours
Proofreading / Trieste	5 hours
Proofreading / MN Estimate	10 hours

2 - Medialibrary Online

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.

Time Estimates

Translation	8 hours
Editing	8 hours
Proofreading / Trieste	2 hours
Proofreading / MN Estimate	5 hours

3 - Services Summary

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 CIGNOWEB database.

Time Estimates

Translation	16 hours
Editing	16 hours
Proofreading / Trieste	5 hours
Proofreading / MN Estimate	10 hours

4 - Glossary & Interface Elements

This will be a glossary of common terminology and translations for all the interface elements. This includes form field, button, and icon labels.

Time Estimates

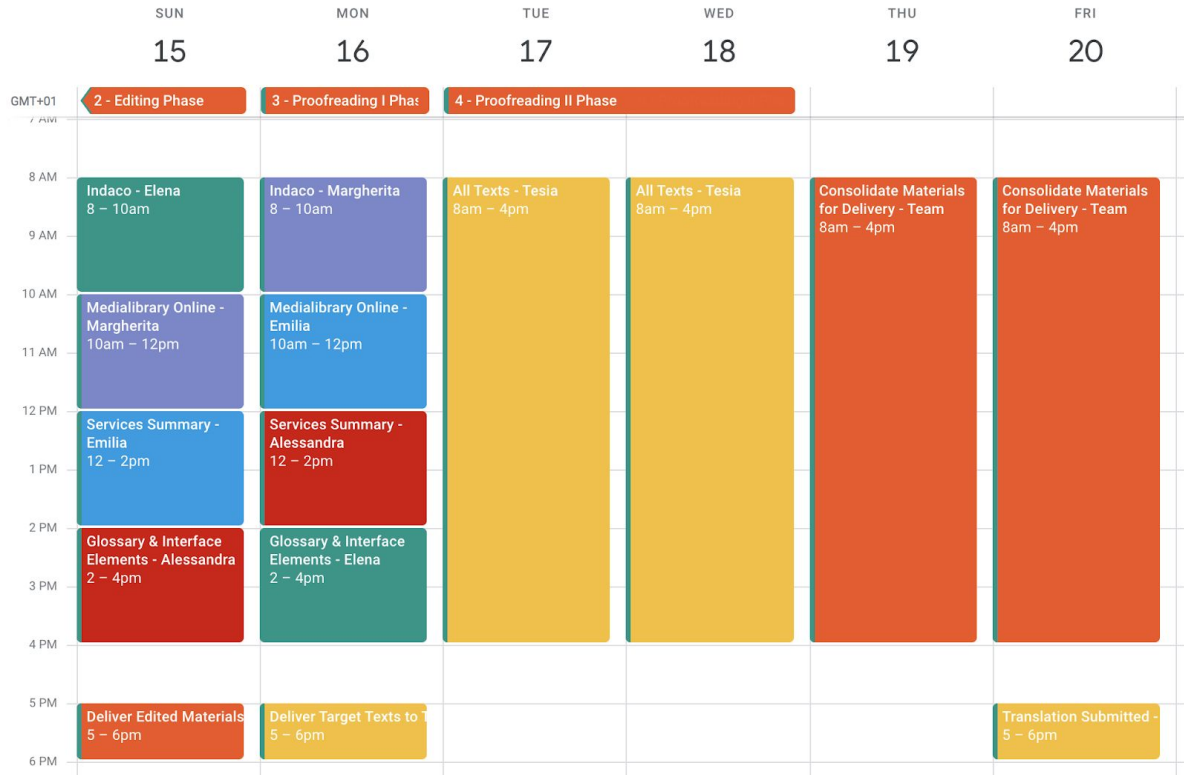|	
Translation	8 hours
Editing	8 hours
Proofreading / Trieste	2 hours
Proofreading / MN Estimate	5 hours

Tasks

All tasks and status meetings are documented on Google calendar.
https://calendar.google.com/calendar/b/1/r?cid=dW1uLmVkdV90dDk0bWs3YXAzdGNuOTg wbXU5YXFkc3Y2Y0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t

	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7

1 - Translation Phase

	SUN 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
			Indaco - Alessandra 8 – 10am	Indaco - Alessandra 8 – 10am	Indaco - Alessandra 8 – 10am	Indaco - Alessandra 8 – 10am	Indaco - Alessandra 8 – 10am
			Medialibrary Online - Elena 10am – 12pm	Medialibrary Online - Elena 10am – 12pm	Medialibrary Online - Elena 10am – 12pm	Medialibrary Online - Elena 10am – 12pm	Medialibrary Online - Elena 10am – 12pm
			Services Summary - Margherita 12 – 2pm	Services Summary - Margherita 12 – 2pm	Services Summary - Margherita 12 – 2pm	Services Summary - Margherita 12 – 2pm	Services Summary - Margherita 12 – 2pm
			Glossary & Interface Elements - Emilia 2 – 4pm	Glossary & Interface Elements - Emilia 2 – 4pm	Glossary & Interface Elements - Emilia 2 – 4pm	Glossary & Interface Elements - Emilia 2 – 4pm	Glossary & Interface Elements - Emilia 2 – 4pm
		Deliver Project Plan - Te 5 – 6pm		Check In 5 – 6pm		Check In 5 – 6pm	

	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14

GMT+01

1 - Translation Phase **2 - Editing Phase**

	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14
7 AM							
8 AM	Indaco - Alessandra 8 – 10am	Indaco - Elena 8 – 10am	Indaco - Elena 8 – 10am	Indaco - Elena 8 – 10am	Indaco - Elena 8 – 10am	Indaco - Elena 8 – 10am	Indaco - Elena 8 – 10am
10 AM	Medialibrary Online - Elena 10am – 12pm	Medialibrary Online - Margherita 10am – 12pm	Medialibrary Online - Margherita 10am – 12pm	Medialibrary Online - Margherita 10am – 12pm	Medialibrary Online - Margherita 10am – 12pm	Medialibrary Online - Margherita 10am – 12pm	Medialibrary Online - Margherita 10am – 12pm
12 PM	Services Summary - Margherita 12 – 2pm	Services Summary - Emilia 12 – 2pm	Services Summary - Emilia 12 – 2pm	Services Summary - Emilia 12 – 2pm	Services Summary - Emilia 12 – 2pm	Services Summary - Emilia 12 – 2pm	Services Summary - Emilia 12 – 2pm
2 PM	Glossary & Interface Elements - Emilia 2 – 4pm	Glossary & Interface Elements - Alessandra 2 – 4pm	Glossary & Interface Elements - Alessandra 2 – 4pm	Glossary & Interface Elements - Alessandra 2 – 4pm	Glossary & Interface Elements - Alessandra 2 – 4pm	Glossary & Interface Elements - Alessandra 2 – 4pm	Glossary & Interface Elements - Alessandra 2 – 4pm
5 PM	Deliver Translations to E 5 – 6pm		Check In 5 – 6pm		Check In 5 – 6pm		

	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20
GMT+01	◄ 2 - Editing Phase	3 - Proofreading I Phas	4 - Proofreading II Phase			

Time	SUN 15	MON 16	TUE 17	WED 18	THU 19	FRI 20
7 AM						
8 AM	Indaco - Elena 8 – 10am	Indaco - Margherita 8 – 10am	All Texts - Tesia 8am – 4pm	All Texts - Tesia 8am – 4pm	Consolidate Materials for Delivery - Team 8am – 4pm	Consolidate Materials for Delivery - Team 8am – 4pm
10 AM	Medialibrary Online - Margherita 10am – 12pm	Medialibrary Online - Emilia 10am – 12pm				
12 PM	Services Summary - Emilia 12 – 2pm	Services Summary - Alessandra 12 – 2pm				
2 PM	Glossary & Interface Elements - Alessandra 2 – 4pm	Glossary & Interface Elements - Elena 2 – 4pm				
5 PM	Deliver Edited Materials 5 – 6pm	Deliver Target Texts to 5 – 6pm				Translation Submitted - 5 – 6pm

Risks

There are currently quarantines due to the coronavirus and classes have been cancelled. Expectations for meetings and activities aren't clear and communications are strained. This could set us back on our schedule. If we are not on track by the beginning of next week, I will discuss either a decrease in scope or a project extension with the client.

Supporting Documents

Checklists for all the roles, weekly overviews, and other supporting resources exist on Google Drive.