

5.00 credits

15.0 h + 15.0 h

Q1

Teacher(s)	Maubille Geneviève (coordinator) ;
Language :	French
Place of the course	Louvain-la-Neuve
Main themes	Practical, theoretical and relational aspects of the different stages in the management of a translation/localisation project
Learning outcomes	At the end of this learning unit, the student is able to : Contribution of teaching unit to learning outcomes assigned to programme This unit contributes to the acquisition and development of the following learning outcomes, as assigned to the Master's degree in translation: • pre-process, process and manage files and other media/sources as part of the translation workflow, e.g., web and multimedia files (17 – Technology); • apply other tools in support of language and translation technology, such as workflow management tools (20 – Technology); • approach existing clients and find new clients through prospecting and marketing strategies using the appropriate written and oral communication techniques (28 – Service Provision); • organise, budget and manage translation projects involving single or multiple translators and/or other service providers (31 – Service Provision). Specific learning outcomes on completion of teaching unit On completing this unit the student is able to: • manage a translation project from order to delivery, professionally and on time; • communicate respectfully and constructively and collaborate with the various parties involved in a translation project; • use translation tools to prepare a translation project.
Evaluation methods	January and August/September term: assessment in the form of a written assignment. The practical details of the assignment will be communicated during the term on the Moodle platform.
Teaching methods	Lectures based on demonstrations and practical exercises In the classroom or practical work.
Content	• This course will thoroughly prepare students to the various steps of translation/localisation project management: Presentation of the different types of projects - documentation, software, web, audiovisual... • Analysis of the different types of files • Preparation of quotes, plannings, purchase order, invoices, etc. Each step will be the subject of an in-context presentation and one or more practical exercises. Additional exercises are available on Moodle. The exercises are corrected or commented in the classroom. The course also studies the different actors of a translation project. It also looks into the human skills required for a project manager.
Inline resources	Supports on Moodle
Bibliography	• Matis, N. (2010). Comment gérer vos projets de traduction. Edi Pro Corporate. • https://www.translation-project-management.com/en
Faculty or entity in charge	LSTI

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in Translation	TRAD2M	5		