



Universidad  
de Alcalá

# GUÍA DOCENTE

## GESTIÓN DE PROYECTOS DE TRADUCCIÓN // TRANSLATION PROJECT MANAGEMENT

**Grado en Lenguas Modernas y  
Traducción  
Universidad de Alcalá**

**Curso Académico 2019/2020**  
**Curso 3º - Cuatrimestre 2º**

## GUÍA DOCENTE

Nombre de la asignatura:	<b>Gestión de proyectos de traducción / Translation Project Management</b>
Código:	791008 / 440025
Titulación en la que se imparte:	<b>Grado en Lenguas Modernas y Traducción</b>
Departamento y Área de Conocimiento:	<b>Departamento de Filología Moderna. Área de Traducción e Interpretación</b>
Carácter:	<b>Obligatorio</b>
Créditos ECTS:	<b>8</b>
Curso y cuatrimestre:	<b>3er curso, 2º cuatrimestre</b>
Profesorado:	Alcalá: Alexandra Santamaría Urbieta Guadalajara: Beatriz Sánchez Palomo
Horario de Tutoría:	Por determinar
Idioma en el que se imparte:	Inglés-español

### 1. PRESENTACIÓN / COURSE DESCRIPTION

*Gestión de proyectos de traducción* provides an overview of the concepts and tools needed in order to manage translation projects: human, material and ICT resources, workload and costs appreciation, different text formats, quality awareness and control, team planning, co-ordination and execution. This is mainly a practical subject, aiming at providing students with the principal tools and techniques needed to efficiently manage translation projects professionally, so that they can become skilled professionals able to understand a translation process from beginning to end and apply the main relevant international standards for translation services and quality assurance models. This course is useful for both prospective translation project managers and freelance translators.

#### Prerrequisitos y Recomendaciones / Prerequisites and Recommendations

Students are expected to have a B2.2 level of English and Spanish (Common European Framework) when they start the course (which means that students are expected to be able to follow explanations, take notes, and ask questions, as well as provide the answers for the activities in both languages). Students in their 3<sup>rd</sup> year,

for their part, will be expected to be well on their way to achieving an advanced level of English (C1) in all four communicative skills and this will be taken into account in their final mark.

Some knowledge of computers is required.

NOTE: Erasmus students must certify their level of English and Spanish (B2.2) at the beginning of the course

## 2. COMPETENCIAS / COMPETENCES

### Competencias genéricas / Generic Competences:

1. Enhancement of autonomous learning and awareness about knowledge reusing and recycling.
2. Development of skills for the search and use of bibliographic and specialized tools and resources.
3. Development of independent, critical and self-critical thinking based on supporting evidence.
4. Teamwork encouragement.
5. Development of the capacities for self-assessment and self-improvement.
6. Awareness about the structure of complex tasks and assignments and development of skills to perform and accomplish them.
7. Awareness and respect for cultural diversity and different opinions as well as valuing academic honesty.
8. Ability to understand and express oneself, correctly and clearly, at the C1 level of the European Framework for Languages as well as to be able to translate from English into Spanish.

### Competencias específicas / Specific Competences:

1. To discover and understand concepts related to translation project management.
2. To understand the importance of following a co-ordinated approach to manage projects which involve lengthy texts.
3. To understand the influence of the management of issues such as resources, costs and quality control.
4. To become aware of the different agents and professional profiles involved in a translation project.

5. To describe and explain concepts, methods, procedures and basic techniques for translation project management from its initial stage (quotes elaboration) to its very end (invoice issue).
6. To efficiently use some of the most widely known translation project management tools.
7. To analyze and comment on translation projects focusing on quality control and the application of related current standards and regulations.
8. To identify and apply concepts and tools to translation project management.

### 3. CONTENIDOS / CONTENTS

Syllabus	Workload
UNIT 1.- INTRODUCTION TO TRANSLATION PROJECT MANAGEMENT	• 3 hours
UNIT 2.- STAGES AND FEATURES OF A TRANSLATION PROJECT	• 6 hours
UNIT 3.- MATERIAL RESOURCES RELATED TO TRANSLATION PROJECT MANAGEMENT	• 3 hours
UNIT 4.- COMMONLY NEEDED HUMAN RESOURCES	• 6 hours
UNIT 5.- ANALYSIS OF THE MAIN ASPECTS OF A TRANSLATION PROJECT (WORKLOAD, COSTS, PROFITABILITY, ETC.) FOR THE ELABORATION OF QUOTES AND INVOICES	• 9 hours
UNIT 6.- TRANSLATION PROJECT MANAGEMENT TOOLS	• 9 hours
UNIT 7.- QUALITY ASSURANCE	• 6 hours

The workload is approximate and may vary based on the academic calendar and the needs of the class.

### Contents

Week	
<b>01</b>	1. Presentation of the subject. Introduction to translation project management and definition of related concepts.
<b>02</b>	2. Stages and features of a translation project.
<b>03</b>	3. Stages and features of a translation project.

04	4. Material and ICT resources: computer and CAT tools applied to translation project management; standard formats (TMX and TBX).
05	5. Human resources (tasks and skills).
06	6. Human resources (tasks and skills).
07	7. Analysis of the main aspects of a translation project for the elaboration of quotes and invoices.
08	8. Analysis of the main aspects of the aspects of a translation project for the elaboration of quotes and invoices.
09	9. Elaboration of quotes and/or invoices.
10	10. Introduction to translation project management tools.
11	11. Translation project management tools.
12	12. Translation project management tools.
13	13. Quality of the process.
14	14. Quality of the product.
15	15. Review and test.

#### 4. METODOLOGÍAS DE ENSEÑANZA-APRENDIZAJE.-ACTIVIDADES FORMATIVAS / METHODOLOGY

##### 4.1. Distribución de créditos (especificar en horas) / Student workload

Lectures	15 hours = lectures [whole group sessions] 30 hours = seminars [reduced group sessions] 2-hour workshop in groups 1 hour = test
Autonomous student work	152 hours (preparation of activities and tasks, workshop, readings and study time)
Total hours	200

##### 4.2. Estrategias metodológicas, materiales y recursos didácticos / Learning activities, materials and resources

Theory lessons about main theoretical concepts and standard procedures	Presentation of contents using materials from textbooks, manuals, reference works and specialized webpages.
Lessons combining theory and practice about resources research and application	Resources presentation and practice by means of ICTs.
Assignments to be developed outside class hours	Elaboration of assignments and tasks outside class hours to be later discussed and assessed in class.
Group assignment to be developed outside class hours (workshop)	Mock translation project management
Online activities	Further practice by means of activities using virtual platforms.

## 5. EVALUACIÓN / ASSESSMENT: Procedimientos, criterios de evaluación y de calificación

### Assessment criteria

The student must:

- Understand and use concepts and terminology related to translation project management.
- Follow a co-ordinated approach to manage the translation projects assigned as tasks.
- Efficiently manage issues such as resources, costs and quality control.
- Be aware, distinguish and anticipate the different agents and professional profiles involved in a translation project.
- Describe, explain and develop concepts, methods, procedures and basic techniques for translation project management from its initial stage to its very end.
- Efficiently use some of the most widely known translation project managing tools.
- Be able to analyse and evaluate translation projects in terms of quality control and the application of related current standards and regulations.
- Identify and apply concepts and tools for translation project management.

### Assessment procedures

All students will be graded according to continuous assessment. Assessment will include different evaluation systems in order to reach an overall continuous and formative assessment. Continuous work and participation will determine the final mark. Students will have to participate actively and effectively in classes as well as in all other online and group activities. 80% attendance is compulsory.

Exceptionally, those students who have been recognized as eligible for final evaluation in the terms of article 10 of the "NORMATIVA REGULADORA DE LOS PROCESOS DE EVALUACIÓN DE LOS APRENDIZAJES" (passed on 24-03-2011)

may sit for a final exam which will include questions on all topics covered in class as well as translation project management activities.

Plagiarism will not be tolerated. Those students who commit plagiarism in any of the activities will get a fail mark in the corresponding activity.

The set of standard and formal criteria devised by the Department of *Filología Moderna* will be taken into account in the assessment in order to obtain a passing mark.

Evaluation is based on students' continuous work. Global evaluation is developed into the following criteria:

1. Students' participation in theoretical and practical lessons
2. Participation implies attendance as well as participation in discussions about theoretical issues and practical tasks and assignments to be completed in class.
3. Participation in online activities
4. Participation implies regular visits to the virtual platform, continuous checking of uploaded materials, virtual tasks and assignments completion and participation in fora (if applicable)
5. Search and use of bibliographical and electronic resources
6. Practical use of electronic and bibliographical resources introduced in class when completing assignments and search and use of other resources useful for assignments completion.
7. Individual assignments completion
8. Assignments to be completed outside the classroom and handed in on a given date. They will deal with parts of the process of projects management.
9. Group assignment completion
10. Students will have to carry out a translation project in groups focusing on aspects dealing with project management. Comments on the different stages of the project and difficulties arisen will be required.

### Grades criteria

Sobresaliente:

The student:

- Understands and uses concepts and terminology related to translation project management.
- Successfully follows a co-ordinated approach to manage the translation projects assigned as tasks.
- Efficiently manages aspects such as resources, costs and quality control.
- Is aware, distinguishes and anticipates the different agents and professional profiles involved in a translation project.
- Describes, explains and develops concepts, methods, procedures and basic techniques for translation project management from its initial stage to its very end.
- Efficiently uses some of the most widely known translation project managing tools.
- Is able to efficiently analyze and evaluate translation projects in terms of quality control and the application of related current standards and regulations.
- Identifies and applies concepts and tools for translation project management.

Notable:

The student:

- Understands and uses most of the concepts and terminology related to translation project management.
- Follows a co-ordinated approach to manage the translation projects assigned as tasks.
- Manages aspects such as resources, costs and quality control.
- Is aware and distinguishes the different agents and professional profiles involved in a translation project.
- Describes and explains concepts, methods, procedures and basic techniques for translation project management from its initial stage to its very end.
- Uses some of the most widely known translation project managing tools.
- Is able to analyze and evaluate translation projects in terms of quality control and the application of related current standards and regulations.
- Identifies concepts and tools for translation project management.

Aprobado:

The student:

- Understands and uses some of the concepts and terminology related to translation project management.
- Tries to follow a co-ordinated approach to manage the translation projects assigned as tasks.
- Takes into account aspects such as resources, costs and quality control.
- Is aware and distinguishes the different agents and professional profiles involved in a translation project.
- Describes and explains concepts, methods, procedures and basic techniques for translation project management from its initial stage to its very end.
- Uses some of the most widely known translation project managing tools.
- Takes into consideration quality standards and regulations.
- Identifies some concepts and tools for translation project management.

Suspenso:

The student:

- Understands some of the concepts and terminology related to translation project management but fails to use them correctly.
- Does not follow a co-ordinated approach to manage the translation projects assigned as tasks.
- Forgets about aspects such as resources, costs and quality control.
- Is aware of the existence of the different agents and professional profiles involved in a translation project but does not distinguish them
- Forgets some of the concepts, methods, procedures and basic techniques for translation project management from its initial stage to its very end.
- Fails to use the most widely known translation project managing tools.
- Does not take into consideration quality standards and regulations.
- Mixes concepts and tools about translation project management.



## 6. BIBLIOGRAFÍA / REFERENCES

Basic bibliography:

Arevalillo, Juan José (2002). "Y tú, ¿traduces o proyectas?". *La linterna del traductor*, num. 2. [<http://traduccion.rediris.es/Linterna/linterna-2.pdf>]

Koo, Siu Ling and Harold Kinds (2000). "A Quality-Assurance Model for Language Projects". *Translating into Success*. R.C. Sprung (Ed.). John Benjamins.

Matis, Nancy (2011). "Quality Assurance in the translation workflow – A professional's testimony". Ilse Depraetere (ed), *Perspectives on Translation Quality*. Berlin: De Gruyter Mouton.

Oliver, Antoni (2008). *Gestión de proyectos de traducción*. UOC.

Rico, Celia (2002). "Translation and Project Management". *Translation Journal*.

Rico, Celia (2017). *Guía de supervivencia para traductores*. Pie de Página: Madrid.

Safar, Libor (2014). "ISO 17100: 10 Questions about the New Translation Services Standard, Answered". *MORAVIA blog*.

[<http://info.moravia.com/blog/bid/353203/ISO-17100-10-Questions-about-the-New-Translation-Services-Standard-Answered>]

Additional bibliography:

Ørsted, Jeannett (2001). "Quality and Efficiency: Incompatible in Translation Practice?". *Meta*. V. 46 núm 2.

Project Management Institute (PMI) (2004). *Guide to the Project Management Body of Knowledge (PMBOK)*. [[www.pmi.org](http://www.pmi.org)]

VV.AA. (2004). "Guide to Project Management". *Multilingual Computing and Technology*, supplement #63.

VV.AA. (2005) "La industria de la traducción". *Revista Tradumática*, num. 3.

Further bibliography along with electronic resources will be provided with the materials for each unit.