UAB
Universitat Autònoma de Barcelona

Project Management

Code: 43779
ECTS Credits: 9

Degree	Type	Year	Semester
4315970 Automatic Translation: Technologies of Translation	OT	0	2

Contact

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Use of Languages

Principal working language: spanish (spa)

Other comments on languages

See in Contents the language for each subject.

Teachers

Jordi Ballonga Xaver

Rosa Maria Esqué

Juan Jose Arevalillo Doval

Manuel Mata Pastor

Dolors Marin Lopez

Olga Torres Hostench

Oscar Nogueras Bastardo

Prerequisites

Having taken, or taking, the previous MA modules.

Objectives and Contextualisation

- Learn the principles of project management.
- Learn how localization projects are managed.
- Learn how to manage projects with machine translation.
- Learn how to apply SEO (Search Engine Optimisation) and SEM (Search Engine Marketing) techniques.
- Learn about advanced spreadsheet techniques.
- Learn about translator and business start-up tax issues.
- Learn strategies of professional insertion.
- Learn strategies for working as a freelance translator.

Competences

- Continue the learning process, to a large extent autonomously.

- Define, evaluate and solve problems related to translation technologies.
- Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
- Know the professional translation and post-editing market: its profiles, requirements and socio-economic role.
- Make efficient use of assisted translation and correction software.
- Make informed, well-reasoned decisions in the field of translation technologies.
- Manage one's own knowledge consistently and systematically, in coordination with other persons and independently, with the emphasis on quality.
- Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.

Learning Outcomes

1. Comply with instructions and lead times, individually and in teams.
2. Continue the learning process, to a large extent autonomously.
3. Identify the problems associated with the management of a translation project and provide solutions through computer-assisted translation programmes.
4. Integrate knowledge and use it to make judgements in complex situations, with incomplete information, while keeping in mind social and ethical responsibilities.
5. Know marketing strategies to use with clients or potential clients.
6. Know the value of the services provided.
7. Make informed, well-reasoned decisions in the field of translation technologies.
8. Manage one's own knowledge consistently and systematically, in coordination with other persons and independently, with the emphasis on quality.
9. Manage production processes with resources shared on a server using computer-assisted translation tools.
10. Negotiate with the client (lead times, fees, billing, specifications, etc.).
11. Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.
12. Specify the requirements and objectives of the client.

Content

This module includes contents that are transversal to any translation project, such as tools for management, taxation or TA project management.
Content includes managing complex projects in localization companies as well as individual projects as a freelance translator.

- Principles of project management.
- Project management.
- Project management with machine translation.
- SEO (Search Engine Optimisation), SEM (Search Engine Management) and translation: what are the peculiarities of a translation project focused on SEO and SEM?
- Spreadsheets: How can we increase productivity with spreadsheets.
- Taxation for translators and Creation of companies: What are the legal and tax requirements to be a freelance translator? What elements should we take into consideration for the creation of companies related to translation?
- Freelance translator: What do you need to know to work as a freelance translator?

Methodology

- Theoretical lectures.
- Seminars.
- Task-based classes for solving problems / cases / exercises.
- classroom practices.

- Reading: books / articles / reports.
- Self-study.
- Writing reports / coursework.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Training activities carried out in the classroom	56	2.24	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Type: Supervised			
Training activities supervised by the teaching staff	28	1.12	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Type: Autonomous			
Training activities carried out by the student on a self-study basis outside the classroom.	111	4.44	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2

Assessment

-Principes of project management: 5%
-Project management: 20%
-Project management with automatic translation: 20%
-Business creation: 10%
-Freelance translator: 10%
-Taxation: 10%
-Translation and digital marketing (SEO and SEM): 20%
-Spreadsheets: 5%

Evaluation system

Assessment is continuous. Students must provide evidence of their progress by completing some tasks. Tasks deadlines will be indicated in the course schedule on the first day of class. The lecturer(s) teaching this course will provide a detailed description and breakdown at beginning of the course.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the student involved will be given a final mark of "0" for the subject. Assessment activities in which irregularities have occurred (e.g. plagiarism, copying, impersonation) are excluded from recovery.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Classroom practices	10%	10	0.4	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Control of practical knowledge	60%	10	0.4	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2
Submission of reports and assignments	30%	10	0.4	1, 6, 5, 12, 8, 9, 3, 10, 7, 4, 11, 2

Bibliography

The teacher of each content will provide the corresponding bibliography.

Diaz Fouces, O., García González, M. (eds.) (2008). *Traducir (con) software libre*. Granada: Comares.

Esselink, B. (2000). *A practical guide to localization*. Amsterdam/Philadelphia: John Benjamins.

Jiménez-Crespo, M. A. (2013). *Translation and Web Localization*. Milton Park, Abingdon, Oxon: Routledge.

Kenny, D. (2009). *Corpora*. En: Mona Baker y Gabriela Saldanha (eds.), *Routledge encyclopedia of translation studies* (p. 59-62). Londres: Routledge.

Martín-Mor, A.; Piqué, R.; Sánchez-Gijón, P. (2016). *Tradumàtica: Tecnologies de la traducció*. Vic: Eumo Editorial.

O'Hagan, M. (2009). "Computer-aided translation (CAT)". En: Mona Baker y Gabriela Saldanha (eds.), *Routledge encyclopedia of translation studies* (p. 48-51). Londres: Routledge.

Oliver, A. (2016). *Herramientas tecnológicas para traductores*. Barcelona: UOC.

Oliver, A.; Moré, Q. (2007). *Les tecnologies de la traducció*. Barcelona: UOC.

Ping, K. (2009). "Machine translation". En: Mona Baker y Gabriela Saldanha (eds.), *Routledge encyclopedia of translation studies* (p. 162-168). Londres: Routledge.

Somers, H. (ed.) (2003). *Computers and translation: A translator's guide*. Amsterdam-Philadelphia: John Benjamins.

Software

-Project management tools.

-Machine translation tools.

-Web design tools.

-Free software and commercial software.