جامعة الأمير مساعد بن عبدالرحمن
Prince Musaid Bin Abdulrahman University
2011-1432

Project Management in Translation and Localization (TRA620)

Course Syllabus

Masters of Translation Technology

English Language and Translation Department

College of Science and Theoretical Studies

Prince Musaid Bin Abdulrahman University

A:	General Information

1. **Course Title** Project Management in Translation and Localization
2. **Course Code** TRA620
3. **Semester/ Year** First / Year 2
4. **Course credit** 3 Hours
5. **Course level** **Level 3**

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B: Academic Content

Course aim and objectives:

This course provides students with the body of knowledge in project management in the field of language industry projects (translation and localization). Topics covered include the nature of the language industry; linguistics; work breakdown patterns in the language industry, including language industry tasks and activities; planning; costing; insurance of the language industry; quality assurance; and the use of project management software.

Learning Outcomes:

1. Explain strategies and techniques to solve problems that may arise as a translation provider and project manager working in an agency.
2. Use tools that can be useful for both management of work as an independent translator and as a project manager in a translation company.
3. Apply the basics of project management in the context of working in various environments including freelance, agency, corporate, and government.
4. Develop a comprehensive project management plan based on best practice.
5. Synthesize the workflows of the different industry sectors including discussing the resulting project management issues.
6. Demonstrate effective communication strategies that promote effective work, including the provider and the client.

Prerequisites: TRA540, TRA550

C: Timetable for sessions

	Week	Date	Chapters	Students Commitments
1.	Week 0	20-Aug-23	ORIENTATION WEEK	
2.	Week 1	27-Aug-23	Module 1: An overview of generic project management (FPM, Chapter 1)	
3.	Week 2	3-Sep-23	Module 2: Project management in Translation studies (Dunne, Introduction)	Discussion Quiz
4.	Week 3	10-Sep-23	Module 3: Applying PMI methodology to translation and localization projects (Dunne, pp. 51-75, 99, 153-189)	Discussion
5.	Week 4	17-Sep-23	Module 4: Translation and localization project planning phases & process including workflow (Dunne, pp. 95-119, FPM Chapter 3)	Assignment Quiz

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6.	**Week 5**	24-Sep-23	Module 5: Technologies used in multilingual service prison projects (Dunne, pp. 51-71)	Discussion
7.	**Week 6**	1-Oct-23	Module 6: Risk management in translation and localization projects (Dunne, pp. 211-235)	Discussion Quiz
8.	**Week 7**	8-Oct-23	Module 7: Quality and Standardization in project management (Dunne, pp. 167-183)	Assignment
9.	**Week 8**	15-Oct-23	**MIDTERM EXAMS**	
10.	**Week 9**	22-Oct-23	Module 8: Communication patterns in translation and localization project management (Dunne, pp. 189-2011)	Assignment
11.	**Week 10**	29-Oct-23	Module 9: Culture & managing a global virtual team (Dunne, pp. 289-319)	Discussion Quiz
12.	**Week 11**	5-Nov-23	Module 10: The role and competencies of a project or localization manager (Dunne, pp. 235-265, FPM, Chapters 2, 13)	Assignment
13.	**Week 12**	12-Nov-23	Module 11: The emerging phenomenon of crowdsourcing in translation and localization project management. (Dunne, pp. 379-408)	Discussion Quiz
14.	**Week 13**	26-Nov-23	Module 12: The management of outsourced localization and translation projects through the lens of relationship management. (Dunne, pp. 323-347)	Discussion
15.	**Week 14**	3-Dec-23	Module 13: Project management in translation and localization as a continuous and learning pathway (Dunne, pp. 265-289)	Quiz
16.	**Week 15**	10-Dec-23	**Study week – can be used for review**	
17.	**Week 16**	17-Dec-23	**FINAL EXAMS**	
18.	**Week 17**	24-Dec-23		
19.	**Week 18**	31-Dec-23		

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D: Course Resources

Textbooks:
Dunne, K.J. & Dunne, E.S. (2011). Translation and localization project management: The art of the possible. John Benjamins Publishing. ISBN 9789027283245

Heagney, J. (2016). Fundamentals of project management (5th Edition). AMACOM. ISBN-10: 0814437362.

E: Assessment

- **Assessment Overview**

Course work Assessments (Critical thinking, Discussion boards, and Quizzes)	Weeks 2-14	40%
Midterm Exam	Week 8	15%
Final Exam	Week 16 & 17	30%
Total	100%	

F: Additional Requirements

- The student must follow the attendance policy given by the university.
- The student is responsible to read all announcements that are regularly posted by the instructor.
- Any student having difficulty understanding this handout should contact the instructor for clarifications.
- For all enquiries, students should contact the instructor.

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