



Global Language Strategies

TRANSLATION MANAGEMENT PROCESS



STEP 1: INITIATE

- GLS receives request for document translation via secure email or FTP
- Project Manager (PM) - organized by language groupings – confirms receipt of the request and reviews the following: source/target language, document legibility, subject matter, completeness, etc.
- GLS' Program Manager follows up with client on any discrepancies or clarifications related to the request or source document(s)



STEP 2: PLAN

- GLS PM enters the translation request into Translation Management System and assigns qualified and available Translator and Editor to the job
- PM ensures that Translator and Editor assigned are qualified to work on the task: native-level speakers of source/target languages; experience translating the type of document requested (legal/medical, etc.) and capable of meeting assignment deadlines



STEP 3: TRANSLATE

- GLS Translator is certified by ATA or has at least 3 yrs. of directly relevant experience relevant to the assignment
- Translator has native-level proficiency in English and target language
- Translator holds a Bachelor's or advanced degree in related field
- Translator performs a precise translation and accurate rendition of the source document within the allotted timeframe and in the proper format



STEP 4: EDIT

- GLS Editor is certified by ATA or has at least 3 yrs. of directly relevant experience relevant to the assignment
- Editor has native-level proficiency in English and target language
- Editor holds a Bachelor's or advanced degree in related field and excellent desktop publishing skills
- Editor double-checks the translation (proper word choice), grammar, punctuation and format to ensure 100% accuracy



STEP 5: DELIVER

- GLS PM proofreads the completed translation checking for:
 - ✓ Format of pages, text, numbers and images
 - ✓ Visual consistency
 - ✓ Spelling, grammar and punctuation
 - ✓ Capitalization, etc.
 - ✓ Typos
- PM prepares transmittal email and sends final product to client within the contracted timeframe
- PM updates TMS and marks project as completed