

● Translation Project

Date: 2013-12-30

Executing

Phase: N/A

CONCLUDING COMMENTS

Project finished on time. Spanish pocket summary of PMBOK v5 available in book stores since February 2014. Promotional discount agreed between PMI participant chapters and Dutch P.H. Van Haren Publishing.

PROJECT SUMMARY

Project Sponsor	Demo User
Project Manager	Demo User
Team Members	Demo User

Client	N/A
Account Manager Name	N/A
Client Contact Name	N/A

Project Scope Statement	Translation of the book A Pocket Companion to PMI's PMBOK Guide. Translation has to meet two main requirements: 1) consistent with PMBOK Guide v5 Spanish and 2) Easy reading from average Spanish readers (Spain and Latin America). Decision made on proceeding first with the whole translation and after that with reviewing. Decision made to divide translation into 72 blocks.
--------------------------------	---

Project Start Date	Due: 2013-09-30, Actual: 2013-09-30, Variance: 0
Project Finish Date	Due: 2014-01-31, Actual: 2014-01-31, Variance: 0

CHANGES

changing sources (requested 2013-10-16)

MILESTONES

External reviewers selected

Due: 2013-11-29, Actual: 2013-11-29, Variance: 0

PROJECT LEDGER

Funding Performance BL Project Margin: -45000, Actual: 0

Work Package #0 Project Management
Completed 0%
BL Cost: 5250.00, Actual Cost: 0.00
BL Start: 2013-09-30, BL Finish: 2014-01-31
Start: 2013-09-30, Finish: 2014-01-31
Setting up tools for configuration management, collaboration, communication and management. Training and support on TALAIA, Asana, GotoMeeting, GoogleDrive and Microsoft Word. Tracking on communication and stakeholder management. Decision log, change log. Produce deliverables. Quality and risk management.

**Work Package #1
(Project)** Translation Project
Completed 0%
BL Cost: 35350.00, Actual Cost: 0.00
BL Start: 2013-09-30, BL Finish: 2014-01-31
Start: 2013-09-30, Finish: 2014-01-31
Translation of the book A Pocket Companion to PMI's PMBOK Guide. Translation has to meet two main requirements: 1) consistent with PMBOK Guide v5 Spanish and 2) Easy reading from average Spanish readers (Spain and Latin America).

Two main deliverables will be produced: a Microsoft Word file translating text and another Microsoft PowerPoint file translating images. In the publishing business this documents are called "manuscript".

Secondary deliverables: foreword to the Spanish edition, marketing and other stuff translations.

Intermediate deliverables: drafts with parts of the text translated, complete text translated for author, publisher and external reviewers.

Work Package #2

Traslation
Completed 0%
BL Cost: 14000.00, Actual Cost: 0.00
BL Start: 2013-09-30, BL Finish: 2013-11-01
Start: 2013-09-30, Finish: 2013-11-01
Configure, assign and translate 30,334 words and 45 images.

Work Package #3

Internal Review
Completed 0%
BL Cost: 14000.00, Actual Cost: 0.00
BL Start: 2013-11-04, BL Finish: 2013-11-29
Start: 2013-11-04, Finish: 2013-11-29
Review by Translators: Assign couples reviewer-translator.
Collaborate on reviewing and accepting changes.
Review by Chapters: Review chapter by chapter.

Work Package #4

External Review
Completed 0%
BL Cost: 1400.00, Actual Cost: 0.00
BL Start: 2013-12-02, BL Finish: 2013-12-06
Start: 2013-12-02, Finish: 2013-12-06
One representative per PMI Chapter (PMI-BA, PMI-MAD, PMI-BCN, PMI-VAL) assign chapters to be reviewed by external reviewers and support them.

Work Package #5

Prepare Final Deliverables
Completed 0%
BL Cost: 700.00, Actual Cost: 0.00
BL Start: 2013-12-09, BL Finish: 2013-12-13
Start: 2013-12-09, Finish: 2013-12-13
Assign chapters per volunteer. Integration strategy by comparing

documents with Word feature. Accept/reject changes linearly in this order: MAD-VAL-BCN-BA.

Work Package #6 Publishing Support
Completed 0%
BL Cost: 0.00, Actual Cost: 0.00
BL Start: 2013-12-16, BL Finish: 2014-01-31
Start: 2013-12-16, Finish: 2014-01-31
Review manuscript by Publishing House. Team process changes.
Punctual support to P.H. on final editing (proof generation).

PROJECT LOGBOOK

ISSUES

new sources (requested 2014-01-07)

Description: Need to translate marketing stuff

Description: Assumed overwork

work duplicated (requested 2013-10-28)

Description: Due to an assignation error, the same translation units were assigned to different volunteers, and other units were not assigned.

Description: Repeated translations were merged. Not translated parts were assigned to other team member.

changed sources (requested 2013-10-16)

Description: Need for a foreword not included first

Description: Assumed overwork

COMMENTS

comment summary

(Submitted 2020-03-19 by Demo User)

comment text, comment text, comment text, comment text, comment text,

PROJECT FEEDBACK

5 2013-12-23 by Demo User (Requester)

Positive Feedback: I see translation done!
perfect timing

2 2013-12-18 by Demo User (Sponsor)

Negative Feedback: Now I realize that contract terms and conditions were not included. Bad communication guys... :-(