eLearning MTO
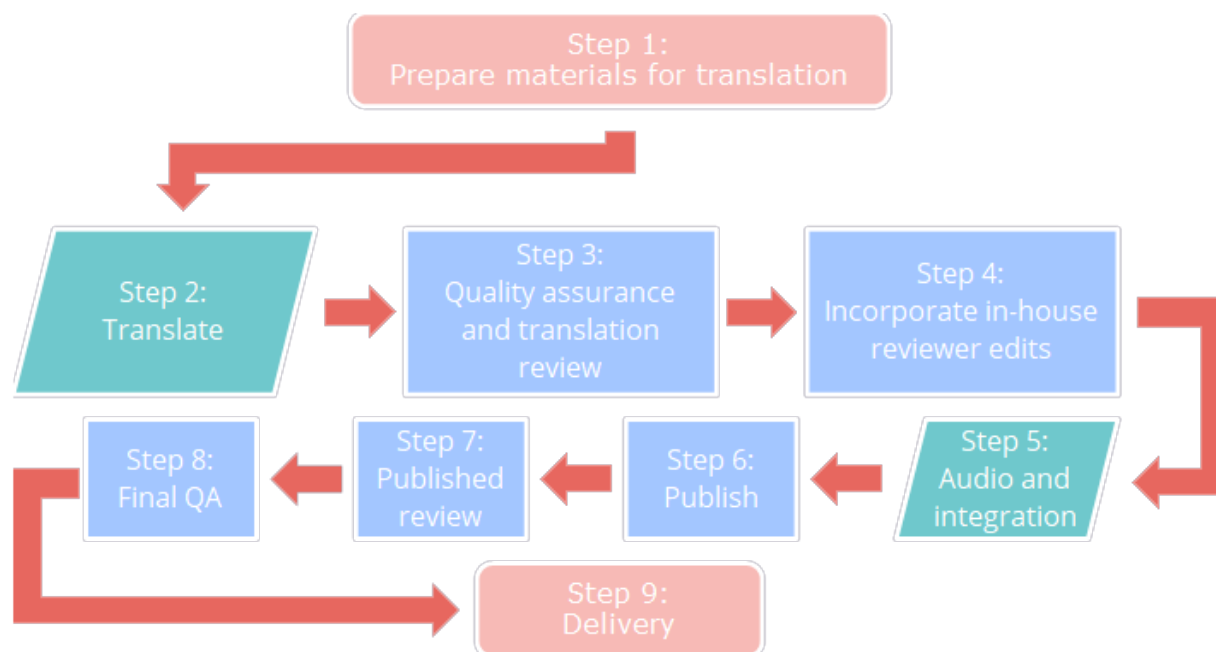
Translation Management Checklist

Step 1: Prepare materials for translation

Responsibility: Project Manager, Content Creators: Instructional Designer, Technical Writer, Graphic Artist

- ☐ Simple English
- ☐ Active voice
- ☐ No wordy sentences
- ☐ No idioms, jargon, or phrasal verbs used
- ☐ Subject – verb agreement
- ☐ Correct spelling
- ☐ Correct punctuation
- ☐ All graphics requiring translation are identified and translated (includes tables and diagrams)
- ☐ All documents (attachments) that require translation are identified
- ☐ Correct translation for specific terminology in advance of translation provided (In-house terminology, or industry terms, examples BSDI, MEAL)
- ☐ Previously translated documents provided for reference
- ☐ Languages and locales identified, such as Columbian Spanish, Lebanese Arabic
- ☐ Translation glossary developed
- ☐ If needed: All text to be translated is extracted to document for translator

Step 2: Translate

Responsibility: Vendor

Note: Content creators integrate translation if translator cannot handle this.

Step 3: Quality assurance and translation review

Responsibility: Project Manager, content creators, SMEs (industry expert and native language speaker)

- ☐ Translation is accurate and represents the English intent.
- ☐ Everything that can be translated is translated
- ☐ Fonts and formatting are correct (font size, type, pagination)

Step 4: Incorporate in-house reviewer edits

Responsibility: Content creators

Step 5: Audio and integration
Note: Project manager coordinates this if not handled by translation vendor.

Step 6: Publish

Responsibility: Content creators

- ☐ All translation is complete
- ☐ All formatting is applied correctly
- ☐ Audio is good quality
- ☐ Audio is read correctly.
- ☐ If multiple voices are used, the correct voices are used for the correct parts
- ☐ Audio volume is consistent throughout course
- ☐ Audio is timed accurately with animation and the animation is relevant to the content of the slide
- ☐ Audio does not cut off early
- ☐ Dead air is not left on slide after audio completes.
- ☐ When audio is not used, it is clear that this is the situation, and that the audio wasn't missed.
- ☐ Video quality is good
- ☐ Video starts and stop when expected
- ☐ Video subtitles are readable

Step 7: Published review

Responsibility: SMEs

- ☐ All revisions incorporated
- ☐ Everything that can be translated is translated
- ☐ Links work as expected
- ☐ Course advances as expected (Prev/ Next, Auto-advance, buttons branches to correct slides or layers)

- ☐ Interactions work as expected
- ☐ Audio is good quality
- ☐ Audio is read correctly.
- ☐ If multiple voices are used, the correct voices are used for the correct parts
- ☐ Audio volume is consistent throughout course
- ☐ Audio is timed accurately with animation and the animation is relevant to the content of the slide
- ☐ Audio does not cut off early
- ☐ Dead air is not left on slide after audio completes.
- ☐ When audio is not used, it is clear that this is the situation, and that the audio wasn't missed.
- ☐ Video quality is good
- ☐ Video starts and stop when expected
- ☐ Video subtitles are readable

Step 8: Final QA

Responsibility: Reviewers who represent end user, and platform administrators

- ☐ Links work as expected
- ☐ If graded, course scores accurately.
- ☐ User can enter access materials as expected from appropriate platform.
- ☐ Learner evaluation settings are applied correctly

Step 9: Delivery

Responsibility: Project manager, content creators