



The silent project killer: Lack of risk management

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Project management doesn't have to be a jungle



Image source: 24.hu

The project tree

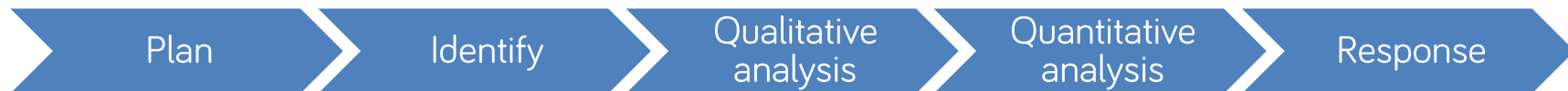
“Risk comes from not knowing what you're doing.”

Warren Buffett



Image source Rylik.ru

Risk management



Risk management

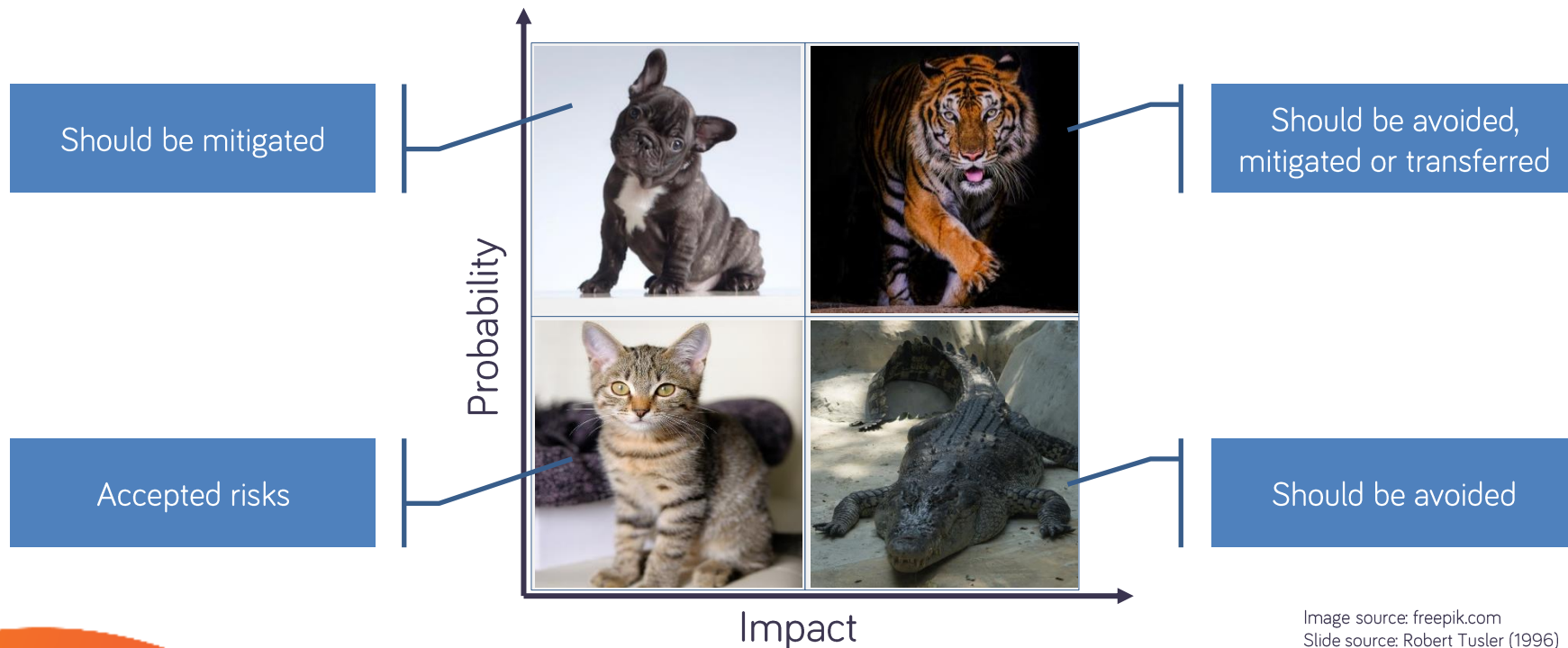


Image source: freepik.com
Slide source: Robert Tusler (1996)

The project tree



Image source Rylik.ru



Errare humanum est – Project templates

The screenshot displays the 'Edit project template' dialog box in memoQ, divided into two main sections: 'Automated actions' and 'Translation memories'.

Automated actions: This section is divided into 'Project automation' and 'Script before import' / 'Script after export'. Under 'Project automation', the 'Project is launched' event is selected. The 'Automated segment locking - settings' dialog is open, showing options for 'Action' (Lock or Unlock), 'Segments to lock' (All rows or Only rows that are...), and 'Only rows that are...' (Translator confirmed, Reviewer 1 confirmed, Reviewer 2 confirmed, Pre-translated). The 'Pre-translated' checkbox is checked. The 'Minimum segment length (words)' is set to 3.

Translation memories: This section is divided into 'Working (primary) translation memories', 'Master translation memories', and 'Reference translation memories'. The 'Working (primary) translation memories' section shows a naming rule: `{Project}_{SrcLangIso2}-{TmTrgLangIso2}_Working` with a 'Simple context' dropdown. The 'Master translation memories' section shows a naming rule: `{Client}_{SrcLangIso2}-{TmTrgLangIso2}_Master_T+E` with a 'Simple context' dropdown. The 'Reference translation memories' section has checkboxes for 'Project', 'Client', 'Domain', and 'Subject', with 'Client' checked. Below this, there is a list of 'Additional translation memories' with 'Albanian' and 'Arabic' visible.



Errare humanum est – Version control

History and reports - validationresources-HU.xlsx [hun]

Versioning Reports

Major versions of document

Version	Import date	User	Note
2	2019. 04. 23. 16:52:54	Nagy Marianna	
1	2019. 04. 23. 16:31:03	Nagy Marianna	

Calculate edit distance Export two-column view of changes

Minor versions of document for major version 2

Hide synchro actions

Version	Date	User	Action	Details	Note
current					
2.122	2020. 06. 21. 7:49:46		Bilingual import into online project		
2.113	2019. 07. 26. 10:03:37		Bilingual export	Xliff / NoPreview / WithSkeletons / C...	
2.112	2019. 07. 26. 10:03:12		Snapshot		Project ready
2.108	2019. 07. 09. 15:21:03		Workflow status changed	Reviewer1InProgress / Reviewer2I...	
2.35	2019. 05. 29. 8:16:53		Bilingual export	Xliff / NoPreview / WithSkeletons / C...	
2.34	2019. 05. 29. 8:16:51		Snapshot		Translator ready
2.33	2019. 05. 29. 8:16:50		Delivered	TranslationInProgress / Completed	
2.23	2019. 05. 13. 10:49:13		Bilingual export	Xliff / NoPreview / WithSkeletons / C...	
2.22	2019. 05. 13. 10:49:05		Snapshot		Project launch
2.21	2019. 05. 13. 10:49:02		Project launched		
2.18	2019. 05. 10. 11:05:15		After reverting version	ver 2.0	
2.17	2019. 05. 10. 11:05:15		Before reverting version	ver 2.0	
2.16	2019. 05. 10. 11:01:39		After reverting version	ver 2.0	
2.15	2019. 05. 10. 11:01:39		Before reverting version	ver 2.0	
2.14	2019. 05. 10. 11:00:25		After reverting version	ver 2.0	
2.13	2019. 05. 10. 11:00:25		Before reverting version	ver 2.0	
2.12	2019. 05. 10. 10:59:29		After reverting version	ver 2.0	
2.11	2019. 05. 10. 10:59:29		Before reverting version	ver 2.0	
2.10	2019. 05. 10. 10:50:47		After reverting version	ver 2.0	
2.9	2019. 05. 10. 10:50:47		Before reverting version	ver 2.0	

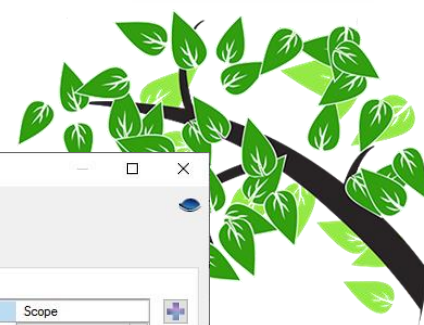
Calculate edit distance Export difference as change-tracked Word file View differences using track changes

Restore version

Reverting document state

Your are about to revert the state of the document to one of its earlier minor versions.

OK Mégse



Errare humanum est – Version control

Export change-tracked document - Settings

Select versions to compare

Show changes between the versions delivered by

Reviewer 1 vs. translator

Reviewer 2 vs. translator

Reviewer 2 vs. reviewer 1

Grouping

Choose how to organize the report

Separate files per reviewer

Separate files per translator

One file per language

One file for all

Note: Use separate files per reviewer if you are interested in the reviewer's work, and separate files per translator if you want to give feedback to the translator.

Export path rules

All folder names specified here are relative to the system root folder.

Exported change-tracked documents (ProjectN

Placeholders (double-click to insert)

Project

Client

Domain

Subject

ProjectName

SrcLangIso2

SrcLangIso3

Reviewer1

Reviewer2

Translator

TrgLangIso2

TrgLangIso3

TrgLangListIso2

TrgLangListIso3

YYYY





MM

DD

HH

NN

Edit project template

-  Name and languages
-  Online project settings
-  LiveDocs
-  Translation memories
-  Term bases
-  Muses
-  Settings
-  People
-  **Automated actions**

Automated actions

Project automation Script before import Script after export

Available triggers

Project is created

Before document import

After document import

Before reimport

After reimport

After bilingual update

Project is launched

FirstAccept succeeds

FirstAccept fails

Document's translation received from Omnis...

Document's translation failed with Omnis...

User starts working on a document

Translator delivers document

Reviewer 1 delivers document

Reviewer 2 delivers document

Document completes workflow

Document completes workflow in all languages

All documents delivered by translator

All documents delivered by reviewer 1

All documents delivered by reviewer 2

All documents complete workflow

All documents of a language complete workfl...

User has delivered all documents as translator

User has delivered all documents of a langua...

User has delivered all documents

Document is removed

Document is removed (workflow complete)

After project wrap-up

Customer Portal project has been delivered

Actions added to the selected trigger

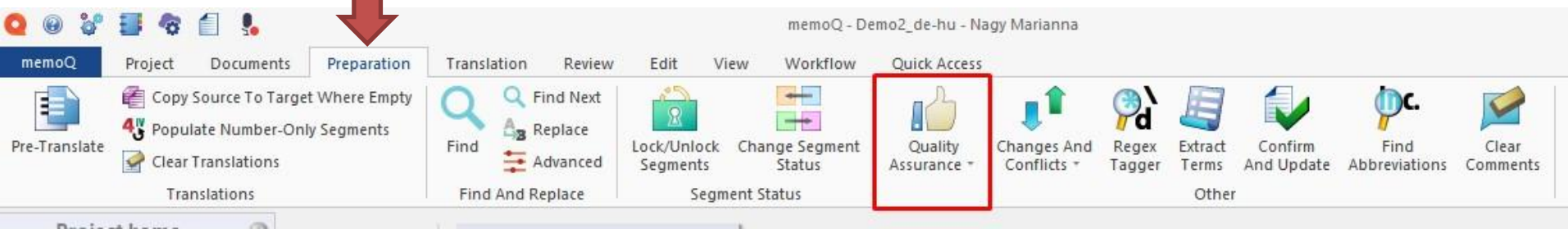
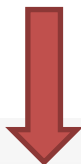
Action	Scope
Create snapshot	Documents
Export table RTF on server	Documents
Export target documents on server	Documents
Export MQXLIFF on server	Documents
Export change tracked document after review	Documents

Preview full list of template settings

OK Cancel Help



Preprocess QA



- Primary goal is to detect technical issues upfront
- Important when the preprocessing involves complex operations
- Filtering out tag issues already present, number problems and others



Preprocess QA

Datentyp für {0} zu Barcode {1} in Zeile {2} ist ungültig.	M51703: Adat típus {0} -ra {1} vonalkódra érvényes.	0%	✓
M51604: Datentyp für Länge zu Barcode {0} ist ungültig.	M51604: Adat típus a {0} vonalkód hosszára nem érvényes.	0%	✓

View pane □ ↗ ✕

QA warnings (automatically found by memoQ)

HTML preview **Review** **Active comments**

- ! Required tag "mq:rxt-req" missing from the target Ignore
- ! Required tag "mq:rxt-req" missing from the target Ignore
- ! Required tag "mq:rxt-req" missing from the target Ignore
- 🚩 Extra tag in target: "mq:rxt-req" Ignore
- 🚩 Extra tag in target: "mq:rxt-req" Ignore
- 🚩 Extra tag in target: "mq:rxt-req" Ignore



Preprocess QA

German:

Datentyp für \"{0}\" zu Barcode \"{1}\" in Zeile {2} ist ungültig.
Zeile {0} enthält keinen Barcode.

Hungarian:

M51703: Adat típus {0}-ra {1} vonalkódra érvényes.
{0} sor nem tartalmaz vonalkódot.

English:

M51703: Data type for {0} for barcode {1} is invalid.
Row {0} contains no barcode.

Pseudo translation

Red flags

- Export/import operations
- Complex pre- and post-process operations

Possible problems

- Missing text and images
- Untranslated text
- Broken layout and formatting
- Import and rendering issues
- Display of scripts and RTL languages



Pseudo translation



Budapest may boast six restaurants with Michelin stars but its cuisine is still based on the traditions and peasant roots that underscored its development over the centuries. The Italian influences of the Renaissance, the peppers introduced by the Ottomans, the delicious sauces concocted in Transylvania around the 1700s, the goulash and stews of the Dual Monarchy, refined by French expertise, still shine through.

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In 2008, Károly Gerendai, the driving force behind the successful Sziget Festival, opened a restaurant on unsung Ráday utca. His intention was to raise culinary standards in Budapest to Michelin-star levels.

En 2008, le moteur du succès du Festival Sziget a ouvert un restaurant sur l'utca méconnu de La journée. Son intention était d'élever les standards culinaires à Budapest au niveau michelin.

Pseudo translation



Outstanding experiences in Budapest



Spice of Europe



Spice of Europe



Spice of Europe

Spice of Europe

Spice of Europe

Spice of Europe

Spice of Europe

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Spice of Europe

Spice of Europe

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Spice of Europe

Spice of Europe

Spice of Europe

Spice of Europe



Experiences exceptionalles à Budapest

les endroits à aller



Pseudo translation

How to do it?

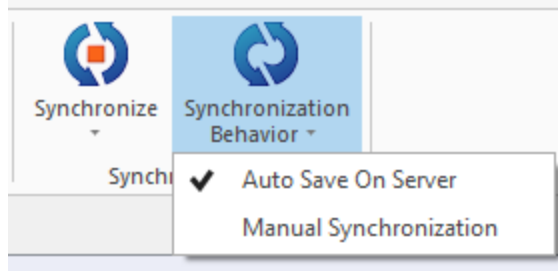
- Machine translation
 - Layout check, functional check
- Special character – e.g. underscore
 - Translation completeness
- Different script
 - Character display, compatibility with different scripts

When to use it?

- CMS
- Import is troublesome
- Lot of engineering magic
- Complex layout, embedded objects



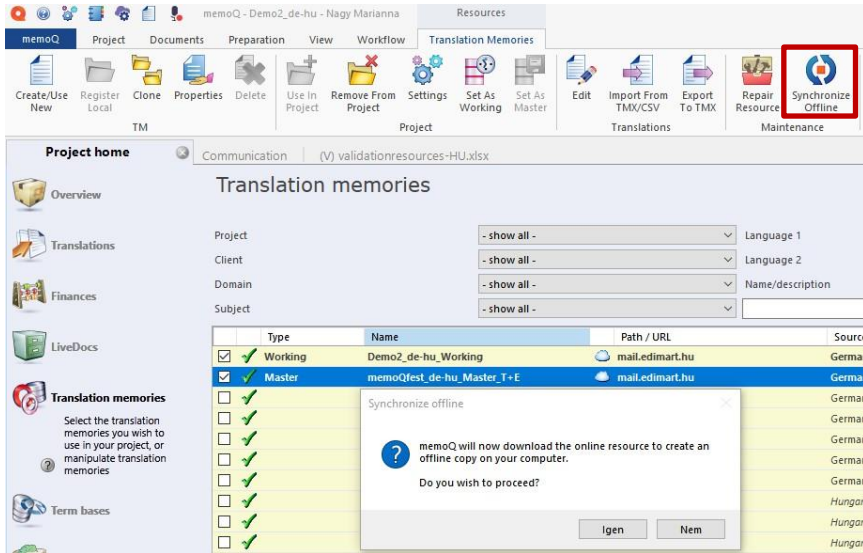
Autosyncro



- A mean for monitoring
- A mean for safety



Working offline





The screenshot shows the memoQ interface with the 'Synchronize Offline' button highlighted in red. A dialog box is open with the following text:

memoQ will now download the online resource to create an offline copy on your computer.
Do you wish to proceed?

Buttons: Igen, Nem

- Offline and online can live together
- Do not be afraid of being offline sometimes

	Type	Name	Path / URL	Source	Target
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Working	Demo2_de-hu_Working	 mail.edimart.hu	German	Hungarian
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Master	memoQfest_de-hu_Master_T+E	 mail.edimart.hu	German	Hungarian



Involving Client into Quality Management - TB

- Involving client in QM is good idea
- Protect what you want them to leave unedited

Entry_ID	Entry_Note	English_United_Kingdom	English_United_Kingdom
92		Translation Service Provider	
93		on-site interpreting	
94		request for quote	
95		interpreting	
96		customer satisfaction survey	

Entry_ID	Entry_Note	English_United_Kingdom	English_United_Kingdom	Hungarian
92		Translation Service Provider		Fordításszolgáltató*
93		on-site interpreting		helyszíni tolmácsolás*
94		request for quote		ajánlatkérés*
95		interpreting		tolmácsolás*
96		customer satisfaction survey		elégedettség felmérés*
97		simultaneous interpreting	conference interpreting	szinkrontolmácsolás*
98		consecutive interpreting		konsekutív tolmácsolás*
99		video remote interpreting		video távtolmácsolás*



Involving Client into Quality Management - RTF

Microsoft Word ribbon: Home, Insert, Design, Layout, References, Mailings, **Review**, View, Help, Design, Layout, Search, Share, Comments

Review ribbon: Thesaurus, Word Count, Read Aloud, Check Accessibility, Translate Language, New Comment, Delete, Previous, Next, Show Comments, Track Changes, All Markup, Show Markup, Reviewing Pane, Accept, Compare, Block Authors, **Restrict Editing**, Hide Ink, CV Assistant, Linked Notes

Restrict Editing task pane:

- 1. Formatting restrictions: Limit formatting to a selection of styles (Settings...)
- 2. Editing restrictions: Allow only this type of editing in the document: No changes (Read only)
- Exceptions (optional): Select parts of the document and choose users who are allowed to freely edit them. Groups: Everyone
- 3. Start enforcement: Are you ready to apply these settings? (You can turn them off later)

sample-HU.xlsx

CAUTION: Do not change segment ID or source text
MQ930911 87dbacba-d271-4c00-b9cf-1f278d29a173

ID	German	Hungarian	Comment
6	Preispositionsdaten	Ártérel adatok	
23	KZ Physische	Fizikai KZ	
24	Physische Eigenschaften/Betriebsperren	Fizikai tulajdonságok/üzemi lezárások	
26	Block (international)	Blokk (nemzetközi)	
27	Block (lokal)	Blokk (helyi)	
28	Häuserblock (international)	Háztömb (nemzetközi)	
29	Häuserblock (lokal)	Háztömb (helyi)	
30	Bezirk (international)	Kerület (nemzetközi)	
31	Bezirk (lokal)	Kerület (helyi)	
32	Stock (international)	Emelet (nemzetközi)	
33	Stock (lokal)	Emelet (helyi)	
34	Postbezirk (international)	Postai kerület (nemzetközi)	
35	Postbezirk (lokal)	Postai kerület (helyi)	
36	Raum (international)	Szoba (nemzetközi)	
37	Raum (lokal)	Szoba (helyi)	
38	Strassenabschnitt (international)	Utcaszakasz (nemzetközi)	
39	Strassenabschnitt (lokal)	Utcaszakasz (helyi)	
40	Stiege (international)	Épcsóház (nemzetközi)	
41	Stiege (lokal)	Épcsóház (helyi)	
42	Bundesland (international)	Tartomány (nemzetközi)	

Wrap-up

- Holistic PM approach
- Be armed with risk responses
- Be ready to use them



Image source: Rylik.ru



Thank you

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