



The LockIt

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Consulting and Training on Translation Tools

What is a LockIt?



- The LockIt, or localization kit, is basically a collection of your localization project management details.
- The contents can range from a simple file list to a full-fledged mirror of project organization.

Why use a LockIt?



- Experience shows that projects with a LockIt run more smoothly and with less problems than projects without.
- Making project information available to all team members provides a better understanding of the project, adds more eyes that can spot issues before they arise and has the psychological effect of creating a stronger commitment to the project.

Setting up a LockIt



- Step 1: Project Plan
- Step 2: Project structure and file information
- Step 3: Tools
- Step 4: Additional information

Step 1: Project Plan



● Project overview

- Project description, product name
- Releases up to now
- Localized versions up to now
- Time line
- Team members / activities
- Overall word count

Step 2: Structure, file list



● Project structure

- Software localization
- Translation of documentation, online-help, website, marketing material
- Localization of graphics / screenshots
- Software and online-help testing
- Target language DTP
- ...

Step 2: Structure, file list



- File list: Details on source file format, conversion steps, translation / localization, testing, proof-reading, layout...
- Who does what, when and passes on the files to whom...

Step 2: Structure, file list



File	Author	Purpose of file	Hand-off to translation	Translator	Tasks	Hand-back to PM	Hand-off to proof-reader / tester	Proof-reader / tester
Install.fm (FrameMaker)	Sue	Installation guide	2005-09-10	Harry	<ul style="list-style-type: none"> ● Convert for TM tool ● Translate 		2005-09-12	Barbara
A_install.fm (FrameMaker) A_install.pdf	Sue	Previous version of install.fm (reference only)						
Help HTML (batch of 25 files)	Jim	Online-help for component X	2005-09-10	Ellen	<ul style="list-style-type: none"> ● Translate ● Functional test 	2005-09-23		

Step 2: Structure, file list



- Add information on
 - Receiving and sending files (ftp, mail...)
 - File naming conventions
 - Folder structures
 - Files that are translated only for certain languages
 - Files that were added as reference only

Step 3: Tools



- In localization projects a great many tools are used for creation, localization, translation and conversion of data – and here compatibility is often an issue.

Step 3: Tools



- Make a list of all tools involved, with platforms where they are used (PC, Mac...) version numbers and maybe even build numbers.
- Make a list of requirements
 - What additional tools or environments (for example Java runtime engine) have to be installed?
 - What versions run on which operating system?
 - What licenses are needed?

Step 3: Tools



- List the correct settings for each tool, add training material for those who have not worked with the tools yet, especially if the tools are “home-made”.
- Add information on technical support for the tools used

Step 3: Tools



- List the process of each file type from conversion to translation to testing

Marketing material	Conversion	Extraction of text	Translation	Import of translated text	Conversion	Layout
QuarkXPress 6 MacIntosh	Convert to PC format	Use XYZ plug-in to extract text	Use ABC translation memory	Use XYZ plug-in to import text back to original file	Convert to Mac format	QuarkXPress 6 MacIntosh
Manual	Conversion	Additional	Translation		Conversion	Layout
FrameMaker 6	Save as MIF in FrameMaker 6 (Open again in FrameMaker to verify)	Create PDF of source as reference material	Use ABC translation memory		Save translated MIF back to FM in FrameMaker	FrameMaker 6 Japanese

Step 3: Tools



- You can create a check list where each of the steps has to be confirmed by the initials of the person processing this step
- If any questions or problems arise, they have to be noted on the check list
- If there are issues with the file later in the process, this information might help to find the step where something went wrong

Step 3: Tools



- Make sure everybody has the version of the tool available that they need.
 - Careful with different versions of one tool
 - The author uses version 6 of an authoring tool but the one who does the target language layout only has version 4 and cannot open the file after translation.
 - Sometimes it is enough to save the original to a lower version number before translation starts, sometimes this is not possible as information will get lost, so the layout specialist might have to upgrade to a newer version or somebody else will have to be planned in to do the target language layout.

Step 4: Miscellaneous



- Apart from the files to be translated, there is a lot of information that you can give your team to make it easier for them.
 - Information on
 - File preparation / conversion / localization
 - Reference material
 - Communication details
 - Process descriptions

More file information



- Templates and fonts
- Translation memories
- Alignment material
- Glossaries (monolingual / multilingual)
- Word counts
- Check lists, testing scripts...

Reference material



- Material from previous projects
 - Issues that came up and how they were solved
 - PDF versions of source language files / compiled source language help system
 - Information on target audience
 - Style guides

Communication



- Contact information on team members
 - Name, position, responsibilities, availability
 - Escalation paths for
 - Terminology questions
 - Technical issues
 - Bug tracking
 - Templates for status reports
 - Communication paths
 - On bug reports to member X, put A and B on CC
 - Always use your team member ID in the subject field

Process descriptions



- Conversions, macros to be used
- How to add comments
- If there is a quality assurance cycle involving the customer
 - Who will be doing what
 - Who will implement changes
 - In the term list
 - In the TM
 - In the target language files
- How to deal with expected issues (text expansion)
- Workarounds for issues that have not been resolved yet

Some more ideas



- Create a booklet from the LockIt and hand it out during the kick-off meeting
- Create a small website with the LockIt contents
- Use Project Management Software that allows online access to project material
- Add information from the post mortem
 - Issues solved
 - Workarounds
 - Issues that could not be solved

Your LockIt



- Now pick and choose the parts that are most important for your project – you don't have to do everything!



Thanks for your
attention!

Questions?

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