

Course Syllabus

1. Name of Course:

Introduction to Localization Project Management

2. Number of Clock Hours:

8 hours

3. Course Description: There are no prerequisites as this is an introductory class. Primary content will come from various publications (Multilingual Computing, ...) as deemed appropriate.

4. Course Objectives:

- a. Define Project Management
- b. Project Management on client side
- c. Project Management on vendor side
- d. Responsibilities of a Project Manager
- e. Proactive risk management
- f. Classic mistakes

5. Rationale: The goal of the course is for the Project Manager to better identify his/her role in the j localization process. In addition, to determine the value -add of Project Management to a client and the organization that employs him/her.

6. Materials Required: As deemed appropriate. Readings will be communicated in advance of any assignments.

7. Evaluation: Criteria to include a. Participation b. Responses to questions posted on blackboard c. Paper on how student will apply Project Management essentials to student's job or interest.

8. Course Outline:

Topics	Sub-Topics	# of Hours
1. Introduction to Project Management	1 a. Define 1 b. Overview of Project Management and the industry	1
2. Project Management role at client side	1 a. Buy- in from management 1 b. Coordinating all parties 1 c. Project timeframes 1 d. Updates 1 e. Status 1 f. Budget	2
3. Project Management role at vendor side	1 a. Buy-in from production 1 b. Coordinating all resources 1 c. Timelines 1 d. Updates 1 e. Status 1 f. Budget	2
4. Pro-active risk management both client/vendor side	1 a. Identification 1 b. Analysis 1 c. Prioritization 1 d. Planning	1.5
5. Classic mistakes	1 a. People 1 b. Process 1 c. Product 1 d. Technology	1.5