Technical Translation Service

ProArchCon

The Challenge ~ Internationally operating companies are faced with additional quality and clarity challenges to ensure a shared understanding of document content. Adopting a common business language exemplifies this challenge by forcing non-native speakers of the common language to read, write (or both) and understand it.

The Solution ~ Non-native speakers should not be forced to write good, clear and concise documentation in a language within which they are not comfortable. They should concentrate on the creation of good documentation. A translator should concentrate on the translation. Time and costs will be saved by allowing the employee to focus on the content of the document, and letting a translator concentrate on the presentation and language.

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ProArchCon GmbH ~ ProArchCon GmbH offers a translation service for technical documentation for the English and German languages. ProArchCon employees are completely bilingual. Because ProArchCon is not a translation agency, but a provider of IT services, it is also able to not only understand the language of the document, but also its content .

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The Service ~ ProArchCon's translation service is uncomplicated. Pricing is based on the number of pages to be translated and the timeframe within which the translated document is to be completed. An E-Mail with the document to be translated and the due date is often all that is required for the project to start.

ProArchCon creates two glossaries for each document translated. The *Document Glossary* contains a list of all terms and acronyms used in the source and translated documents and their definition / translation in both languages. The terms in the Document Glossary will be clarified and agreed to with the customer prior to completion on the translation.

The *Corporate Glossary* is created with the first document to be translated and then expanded with each additional document. Over time and with many translations, the customer has a list of terms and acronyms which can be used internally to standardize their language usage and help new employees get a quick start in their projects.

Option: Revisions ~ ProArchCon understands that not every project plan has time at the end of document creation for an additional translation. ProArchCon offers the "Revisions Option" especially for these cases. ProArchCon will start with the translation during the first internal review of the document content; that is, before the document is finished. For a defined period of time and ProArchCon will translate the changes as they come.

The price for the revisions option is based on the scope of the change. Minor changes reflect changes to particular sections of the document and wording. Major changes reflect new chapters or the reworking of the content and meaning of complete chapters.

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Option: Quality Assurance ~ Because ProArchCon is not a translation agency, but a provider of ICT services, it is in the unique position of being able to offer not only the translation, but also to perform a Quality Assurance check of the document being translated.

ProArchCon will check the document to ensure that the content of the document actually supports the assertions being made. ProArchCon will also review the document for area which might not be clearly written and provide a *Findings List* to the customer. The Findings List will be discussed with the customer in a workshop and if the customer desires, ProArchCon will then perform the necessary corrections in both the source document and its translation.

ProArchCon GmbH offers "Principle Guided Consulting" to its clients. Every project, every action and every decision is guided by the principles of

* Competence
* Integrity
* Reliability

ProArchCon GmbH offers services in

* IT Projects
* IT Architecture
* IT Consulting

to its customers based on extensive experience in the ICT industry, all phases of the software development process and business process design and analysis.

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ProArchCon also offers technical writing, technical editing and technical documentation services for IT projects to help its customers meet all aspects of the documentation challenge for internationally operating companies.