

Checklist for an efficient internal translation workflow

1. Project initiation

- Define the scope of the project (source documents, target languages, file formats, and volume).
- Determine the costs and budget for the project.
- Establish a clear timeline with a set end date and milestones.
- Identify key stakeholders, their roles, and their availability throughout the project.
- Find a translation tool that meets your requirements.
 - Conduct tool training to ensure everyone on your team is comfortable working with your translation tool (if any).

2. Content Preparation

- Ensure the source content is finalized and approved.
- Highlight any words that should not be translated, e.g., product names or specialized terms.
- Conduct final checks to ensure that the document formatting (or design elements) will not create challenges during the translation process.
 - (If using Redokun to translate InDesign files) Make sure you have the InDesign translation [plugin](#) installed.

3. Translator Briefing

- Provide translators with context, including the purpose of the content and the target audience.
- Share the style guide, glossary, and previously translated materials (if any).
- Clarify any special requests or considerations (e.g., localized idioms).

4. Translation Phase

- Monitor your translation dashboard daily as each translation moves through the workflow.
- Track and log any questions or uncertainties in a shared database for later clarification.

5. Review & Quality Assurance

- Conduct an initial review of the translated content for accuracy and fluency.
- Check for adherence to the style guide and consistent terminology.
- Implement the feedback and corrections from the review.

6. Technical checks

- For digital content, check for any formatting, coding, or layout issues.
- Ensure all links, buttons, and interactive elements work as intended.

- View the content in context on different devices and browsers.

7. Feedback Loop

- After publication, gather feedback on the translations from end-users in the markets.
- Adjust the style guide, glossary, or processes based on this feedback for future projects.
- Track sales growth in your new language regions.

Redokun is an easy-to-use translation management system and translation software. It integrates quickly into your workflow and helps you save time and money on translating your documents into many languages. Get a [personalized demo](#) to find out how it can help your team succeed.