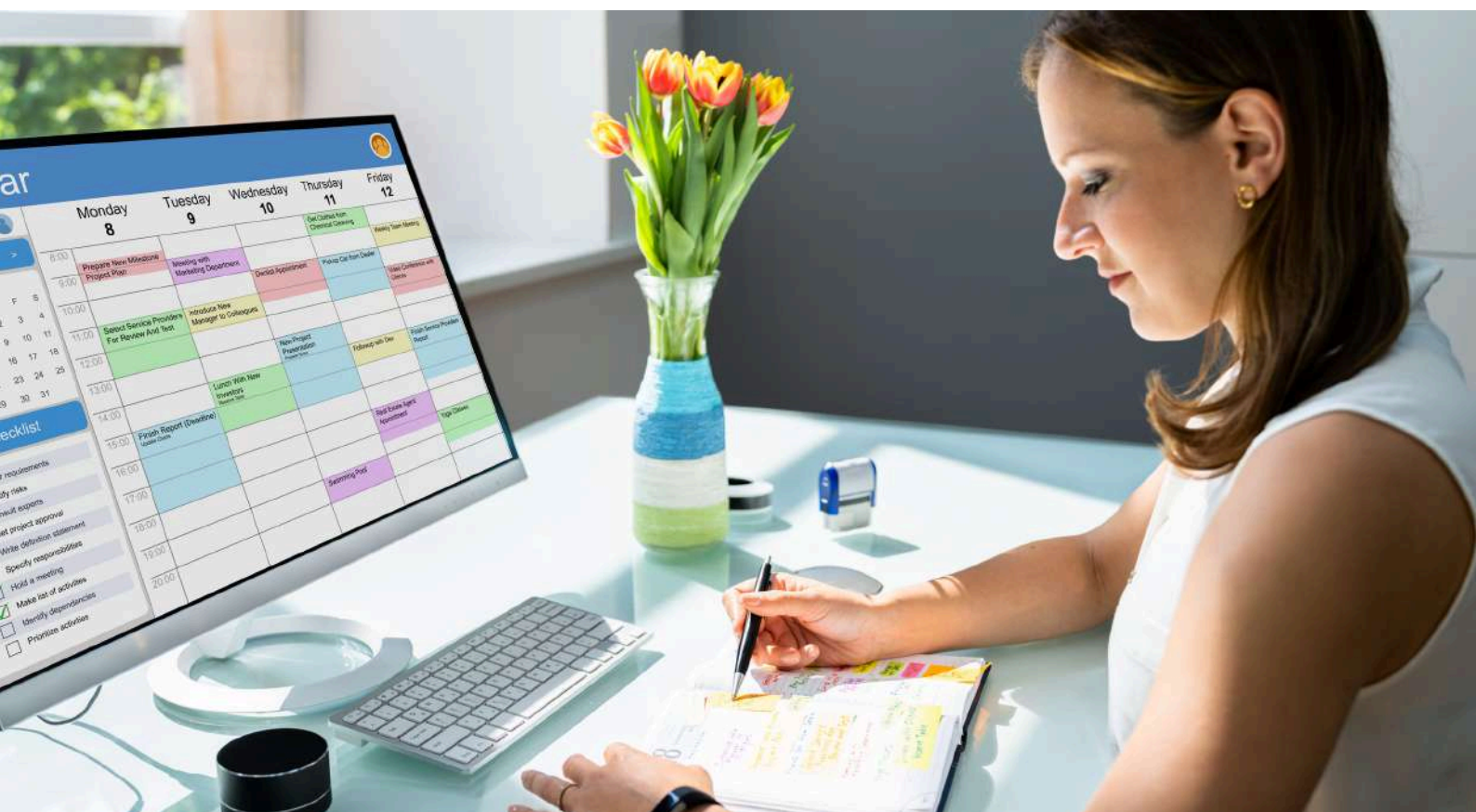


# TRANSLATION PLANNING GUIDE

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Your step-by-step guide to planning your international growth effectively with a fast, accurate and cost-saving translation process

# WHO WE ARE

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For over 25 years, Omnilingua has delivered specialist translations for highly regulated industries, from healthcare and pharmaceuticals to engineering and IT. Our translators are subject matter experts working exclusively in their native language and specialised fields, ensuring exceptional accuracy in medical and technical translations.

We combine innovative Translation Memory Software with Neural Machine Translation to deliver faster, more cost-effective solutions. Our comprehensive service includes multilingual desktop publishing and project management, while ensuring compliance with regulations like CE Marking for healthcare products.

This guide will help you plan your translation projects effectively, achieving seamless global communication with complete accuracy and compliance.



**TRANSLATING COMPLEXITY  
WITH EXPERT PRECISION  
FOR OVER 25 YEARS**

# PHASE 1: INTERNAL ASSESSMENT AND PLANNING

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## Building Your Foundation

Before diving into translation, you need a clear map of your content landscape. This foundation ensures nothing gets lost in translation.

## Document Audit: Taking Stock of Your Content

Your content is your brand's voice across borders. Catalogue everything needing translation, from user manuals to marketing materials, and understand how they interact. Does your product documentation reference your user manual? Do marketing materials need to align with regulatory submissions? This understanding prevents inconsistencies and reduces revision cycles.

Focus on:

- User manuals and regulatory documentation
- Clinical trial materials and marketing communications
- Software interfaces and legal documentation
- Version control systems and update frequencies



# PHASE 1: CONTINUED

## Regulatory Requirements: Meeting Compliance Standards

Each market has its own regulatory landscape. Map out documentation needs for each region, understand CE Marking requirements for healthcare products, and establish validation processes that ensure ongoing compliance.

## Quality Framework: Setting Standards

Quality in translation means delivering consistent, reliable content that maintains your brand's integrity across languages. Define clear standards, establish review processes, and create terminology lists for consistency.

MAINTAIN  
BRAND  
INTEGRITY WITH  
CONSISTENT  
MULTILINGUAL  
CONTENT  
STANDARDS



# PHASE 2: CHOOSING YOUR TRANSLATION PARTNER

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Your translation partner should offer more than basic translation capabilities. Look for:

## Technology Infrastructure

- ➔ Translation Memory Software for cost reduction
- ➔ Secure systems for sensitive documentation
- ➔ Desktop publishing capabilities
- ➔ Direct translation in original file formats

## Quality Control

- ➔ Native-speaking subject matter experts
- ➔ Technical validation procedures
- ➔ Multiple review stages
- ➔ Regulatory compliance expertise

## Project Management

- ➔ Single point of contact
- ➔ Clear communication protocols
- ➔ Emergency procedures for urgent needs



# PHASE 3: IMPLEMENTATION PLANNING

## Timeline and Budget

Create a realistic schedule including review periods and regulatory approvals. Consider how Translation Memory can reduce costs through previous translation reuse, and factor in all language combinations and maintenance needs.

## Process Development

Establish clear workflows for document submission, review, and approval. Set up terminology management systems for consistency across content.

Did you know? Omnilingua's translation management software automatically identifies matches from your previous translations, reducing costs and turnaround times. We translate directly in your original file formats, saving you time and money on desktop publishing.

Ready to go global? **Contact Omnilingua** to help implement this guide and support your international growth in 2025.

CREATE  
EFFICIENT  
WORKFLOWS TO  
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CONTENT  
EFFECTIVELY

