

CBT Localization

An Outline of the Process for Localizing a
Computer-Based Training Course:

Project G4321 - LotusNotes

by Ann Gordon

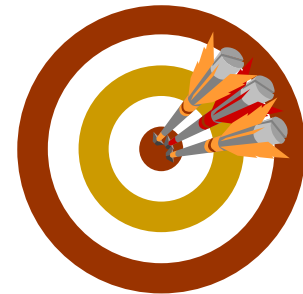
Atlas Localization



Project Definition

Objectives

- Duplicate Lessons & Learning Objectives of English CBT Course on LotusNotes 4
- Build German version of the Course
- Localize the Graphics, Text & Vocalization
- Correct bugs & errors until Course passes Testing Standards
- Create and Test Online Help File
- Complete Course 'On Time' and 'Within Budget'



Project Definition

Acquisition & Assignments

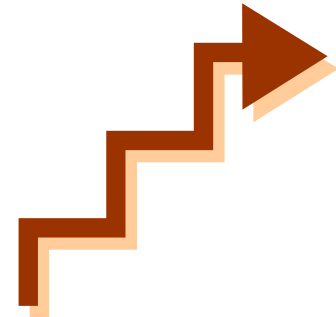
- Project Manager negotiates with Client for Project
- Client sends Atlas the English version of the Program
- Team Members assigned to Project
- Project time determined by Script length -- 10 Weeks
- Assign Atlas Hardware & Software Resources
- Determine which two Cubicles will be Used
- Determine which Testers will Test Program
- Q. A. Testing should last only 1 to 2 Weeks



Project Definition

Parameters

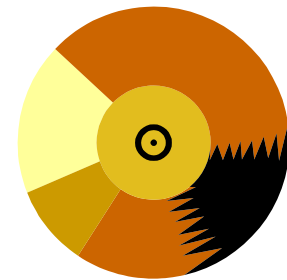
- Complete English Course recreated in German
- Course can be Used on any 486 or Pentium Computer
- Course designed to Teach, Encourage and Test
- Subjects are Tested at the end of Each Unit
- Real Program Simulations with Quick Feedback
- User will gain Confidence in use of LotusNotes
- Lesson Units, Introduction & Final Test
- Extensive Online Help Files & Glossary



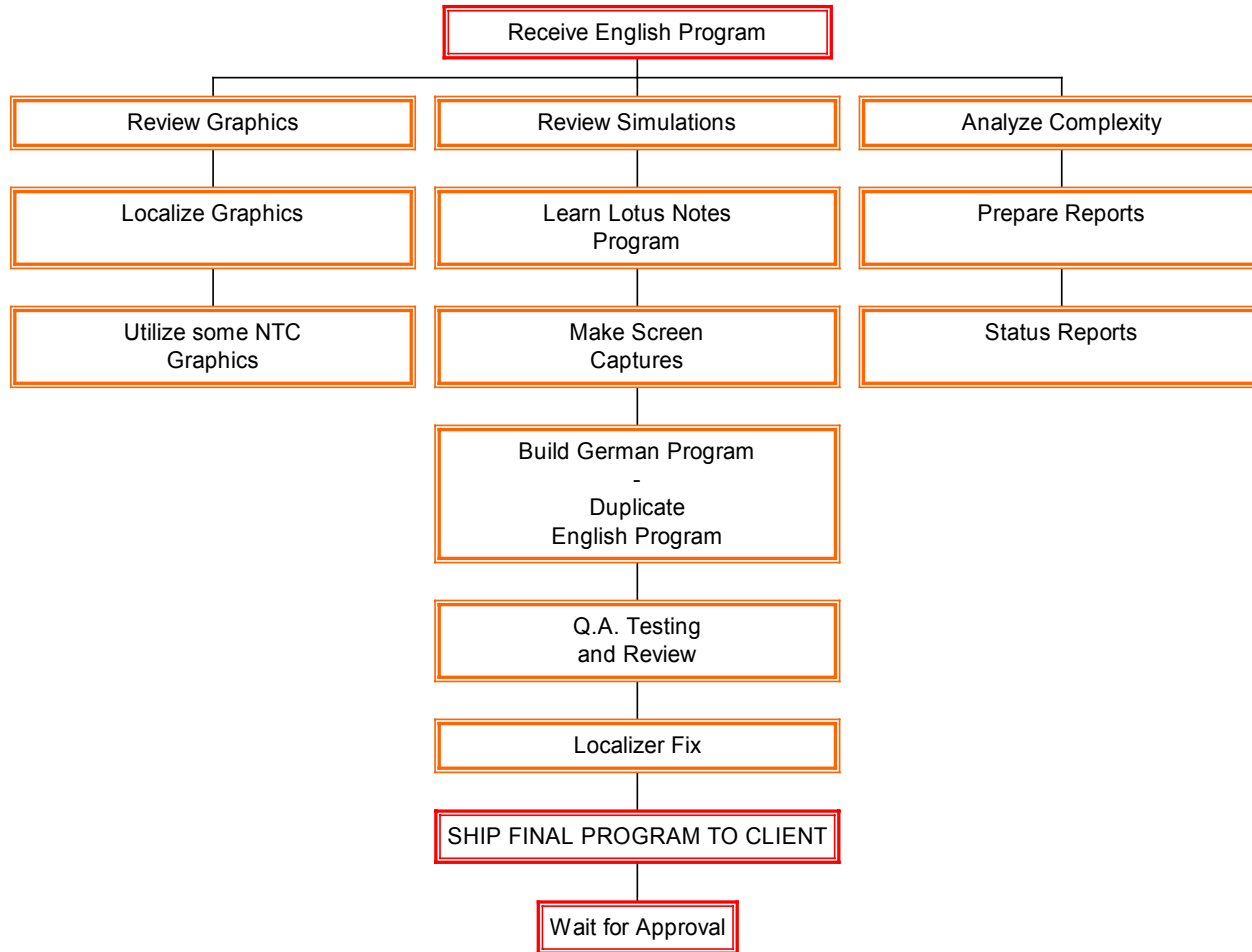
Project Deliverables

✍ CBT Courses on CD-ROM Disk

- ☰ Simple version of CBT Course
 - ✦ Basic Course for new Users of LotusNotes
 - ✦ CBT offers Program Simulations and Unit Tests
- ☰ Multimedia version of CBT Course
 - ✦ Offers same instruction as Simple version
 - ✦ Includes Vocalization of Script files
 - ✦ Gives User the choice of Reading or Listening or Both



Project Work Flow



Project Resources

Personnel

- Localization Team Members
- Project and Team Leaders
- Program Testers
- Script Translators & Vocalizers

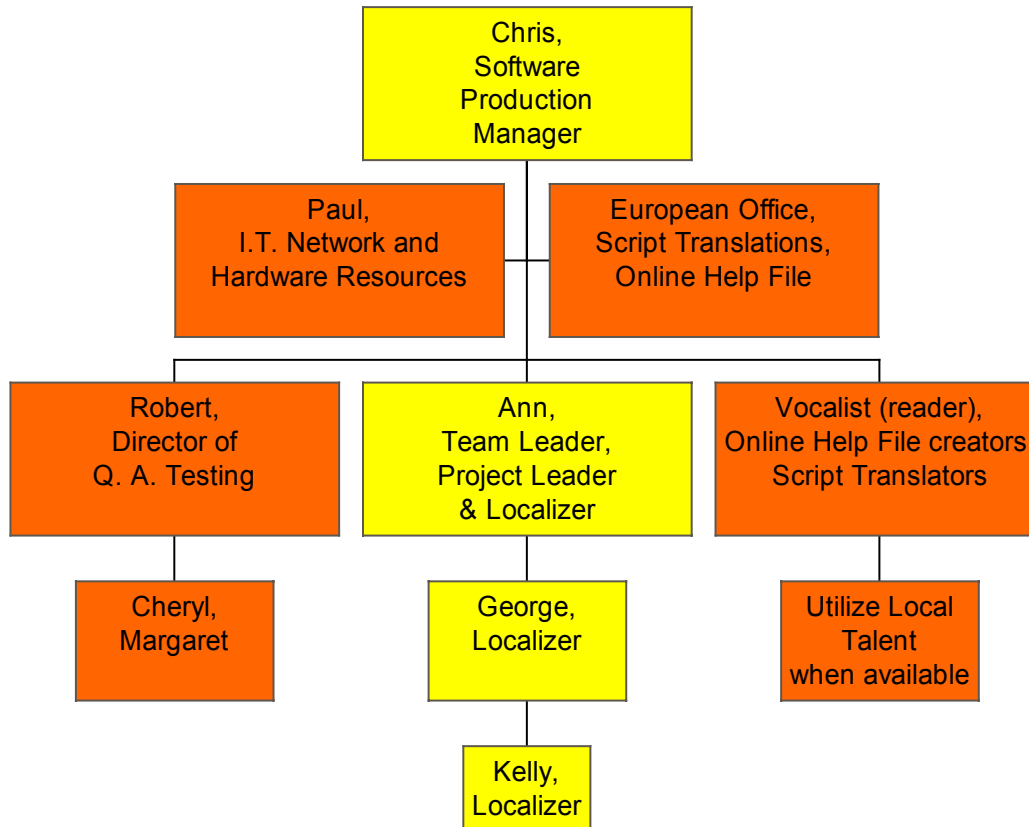
Technology

- Software & Hardware
- Hardware
- Network & Servers
- Cubicle Allotment



Project Resources

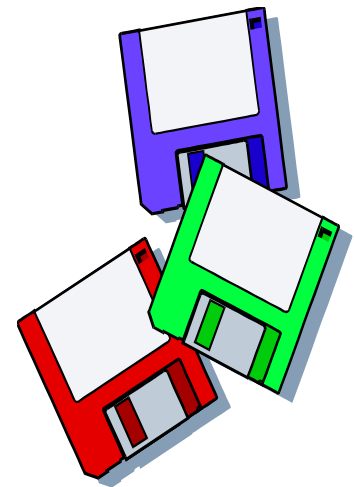
Personnel - Atlas & Affiliates



Project Resources

Technology - Software & Hardware

- Paint Shop Pro 5
- Macromedia Director Program
- MSWord 7 for Scripts
- MSMail for sending & receiving E-Mail
- LotusNotes 4 in English and German
- Client Utilities & Program Engine
- Atlas Bug Tracking Program
- Four Computers with CD-ROM Drives
- Two Cubicles (devoted to Project)



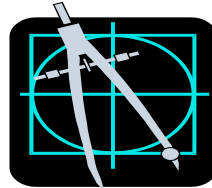
Critical Success Factors

Project Milestones

- Reserve Resources



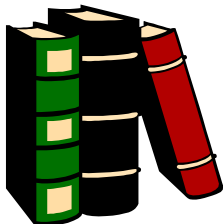
- Create all Sections



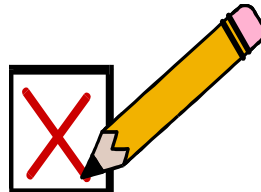
- Complete ScreenShots



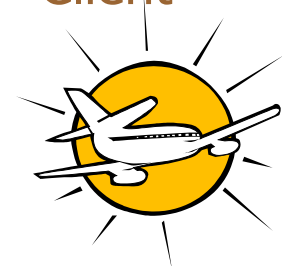
- Receive Script Translations



- Pass Testing Scrutiny



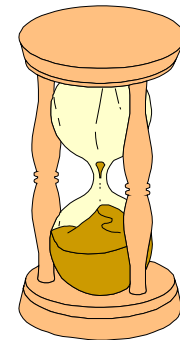
- Ship to Client



Profit Determination

On Time

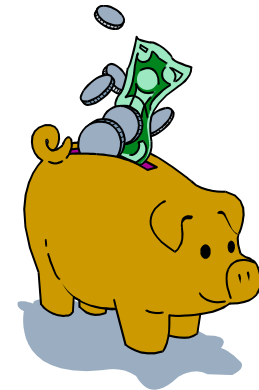
- First Project Draft completed by Client Deadline
- Final Project Draft completed by Client Deadline
- Final Project accepted by Client on First Shipment
- Client pays Bonus to Atlas for Acceptable, Timely Delivery of Project



Profit Determination

Within Budget

- Project completed by Assigned Team without need for additional Employee assistance
- Project passes Testing within Budgeted time
- Atlas pays Bonus to Team Members and Leaders for Timely Delivery within Budget



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