

Support Launch Objectives with Accurate, Timely Document Translations

K5
8/18/08

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I. Background

Acme plant to double capacity. Much document translation required

- Poor English translations of Japanese documents caused many problems at original plant startup.
- Expansion plans call for aggressive launch timeline and cost reduction.



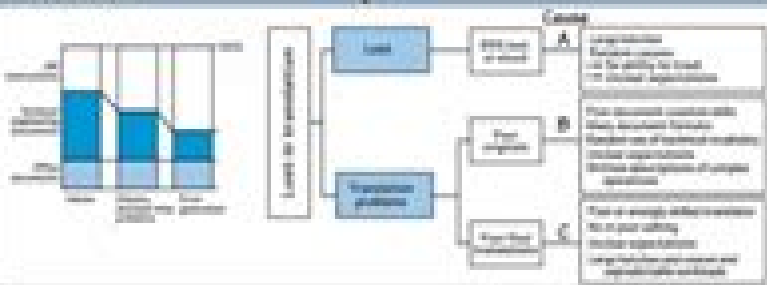
II. Current Conditions



III. Goals/Targets

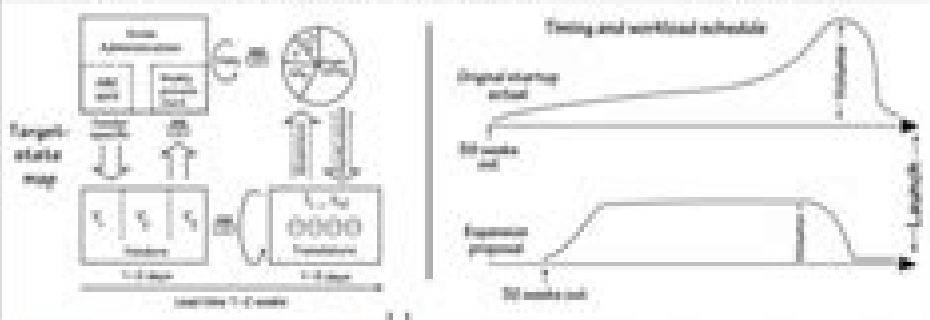
- Quality**
 - 0 defects at launch
 - Rework less than 10%
- Delivery**
 - 100% on-time
 - Level weekly volume (as per plan)
 - Consistent short lead time with predictable delivery
- Cost**
 - 10% decrease — Rework down, overtime down

IV. Analysis



V. Proposed Countermeasures

Cause	Countermeasure	Description	Results	Responsible/support
A	Control document flow tracking process	Overall process ownership established Document flow and timing management - Timing control chart, weekly check - Segmentation by document type	Delivery Quality Cost	Partner - Each department - Vendors
B	Standard vocabulary database and templates	Standard terms for processes, equipment, tools, work flow across job sites Create standard templates and include photos and videos Gathered from each department, input into database for use by internal document creators and translators	Quality	Administration IT Each department
C	Standard vendor three-step process	Step 1: Translation by topic specialist Step 2: Review by native English speaker Step 3: Check by highly skilled bilingual	Quality Delivery	Administration - Each vendor - Procurement



VI. Plan

Documentation	Timeline	Responsible	Support	Review
Overall Launch Timeline				Plan management Communication Japan HQ
Planning		Administration Partner	Each department	
Initiation		Equipment Finance	Administration Each department	
Document creation		Each department Administration Partner	Administration IT (Print and Email)	Each department Administration Partner
Document translation management system		Each department Each department	IT Administration	
Midproject review		Administration Partner	Each department All	Administration Partner

VII. Followup

Midterm review Pre-launch review	Ensure ongoing collaboration Monitor system weekly. All metrics, especially quality and delivery
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Planning And Performance Manual A3

Richard Bailey



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