

Support Launch Objectives with Accurate, Timely Document Translations

K5
8/18/08

DP
8/18/08

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.



→ Document translation problems could impede launch!

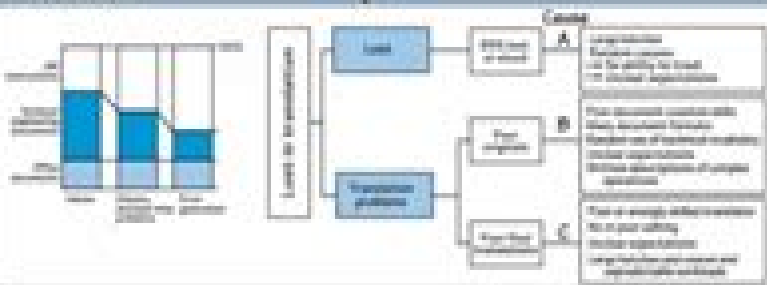
II. Current Conditions



III. Goals/Targets

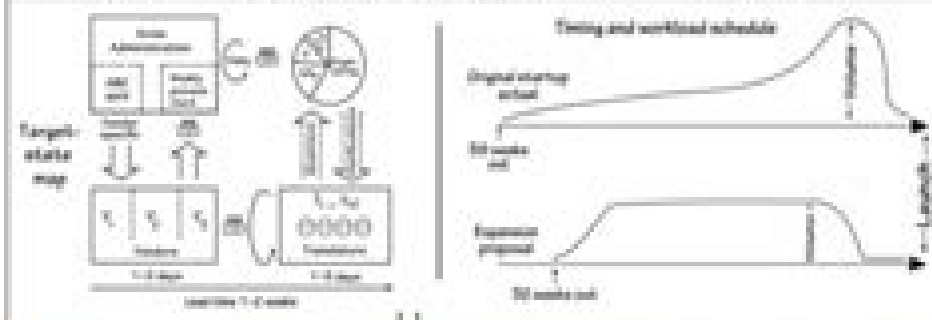
- Quality**
 - 0 defects at launch
 - Rework less than 10%
- Delivery**
 - 100% on-time
 - Level weekly volume (as per plan)
 - Consistent short lead time with predictable delivery
- Cost**
 - 10% decrease — Rework down, overtime down

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

Countermeasure	Timeline	Responsible	Support	Results
Overall Launch Timeline				Plan management Communication Japan HQ
Planning		Administration Partner	Each department	
Review		Administration Partner	Each department	
Document creation		Each department Administration Partner	Administration Partner IT (Data and Tools)	Each department Administration Partner
Document translation management system		Administration Partner	Each department	Administration Partner
Midproject review		Administration Partner	Each department	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

Yi-Tong Ma



Planning And Performance Manual A3:

Planning And Performance Manual A3 Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Planning And Performance Manual A3**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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