

REQUESTED START DATE	
REQUESTED START DATE	15-Jan
REQUESTED END DATE	30-Jan
Total items (Objective)	0
Average words / desc.	130
Estd. total words to translate (Objective)	
Actual words translated	
Freelancers rate (Words/Hr.)	250

ETWEEN REQUESTED DATES							
Freelancers	CODE	RATE /Word	RATE /Hr	Items BETWEEN reg. dates	Estd. Hrs. BETWEEN reg. dates	Hrs. declared BETWEEN reg. dates	Estd. Cost BETWEEN reg. dates
Pedro XXX	T1	0.16	40	0	0.00		0
Jeanine XXX	T2	0.14	35	0	0.00		0
Pierre XXX	T3	0.15	37.5	0	0.00		0
Jean-Pierre XXX	T4	0.16	40	0	0.00		0
Albert XXX	T5	0.14	35	0	0.00		0
Stephen XXX	T6	0.15	37.5	0	0.00		0
George XXX	T7	0.16	40	0	0.00		0
TOTALS				0	0	0	Ś -

TO DATE			
Items translated TO DATE	% of items translated TO DATE	Actual words translated TO DATE	Estimated Cost TO DATE
0	-	0	0
0	-	0	0
0	-	0	0
0	-	0	0
0	-	0	0
0	-	0	0
0	-	0	0
0	0.0%	0	0

Cumul.	DESCRIPTION	ITEM #	Assigned	Due	Date In	Transl.	Category	Actual words	Cost (word count)	Estd. Hrs.	Note	Already assigned? Y/N	On-Air Date
1										0.00		Υ	
2									-	0.00		Υ	
3									-	0.00		Υ	
4									-	0.00		Υ	
5									-	0.00		Υ	
6									-	0.00		Υ	
7									-	0.00		Υ	
8									-	0.00		Υ	
9									-	0.00		Υ	
10									-	0.00		Υ	
11									-	0.00		Υ	
12									-	0.00		Υ	
13									-	0.00		Υ	
14									-	0.00		Υ	
15									-	0.00		Υ	



ATA AS OF:	18-Feb												
DESCRIPTION	WORDS	ITEMS			WORDS	ITEMS							
13 TARGET	2,496,000	19,200		Left to target	2,496,000	19,200							
Air Requests (OAR)	1,560,000	12,000		Percent left	100.00%	100.00%							
eb exclusive Requests (WBX)	936,000	7,200		•		•							
13 MONTHLY TARGET	208,000	1,600											
Air Requests (OAR)	130,000	1,000											
eb exclusive Requests (WBX)	78,000	600											
MONTH & DESCRIPTION	Т1	T2	Т3	T4	Т5	Т6	Т7	т	т	т	MONTHLY TARGETS	MONTHLY TOTALS	MONTHLY ATTAINMENTS
NUARY												WORDS	
Actual On Air Words translated	0	0	0	0	0	0	0	0	0	0	130,000	0	0.00%
Actual Web exclusive Words translated	0	0	0	0	0	0	0	0	0	0	78,000	0	0.00%
											208,000	0	0.00%
				*								ITEMS	
Actual On Air items translated	0	0	0	0	0	0	0	0	0	0	1,000	0	0.00%
Actual Web exclusive items translated	0	0	0	0	0	0	0	0	0	0	600	0	0.00%
			_								1,600	0	0.00%
											•		
BRUARY								T		ſ		WORDS	
Actual On Air Words translated	0	0	0	0	0	0	0	0	0	0	130,000	0	0.00%
Actual Web exclusive Words translated	0	0	0	0	0	0	0	0	0	0	78,000	0	0.00%
											208,000	0 ITEMS	0.00%
Actual On Air items translated	0	0	0	0	0	0	0	0	0	0	1,000	0	0.00%
Actual On Air items translated  Actual Web exclusive items translated	0	0	0	0	0	0	0	0	0	0	1,000	0	0.00%
Actual Web exclusive Items translated	U	U	0	0	U	U	U	0	U	0	1,600	0	0.00%
											2,000		0.0075
ARCH												WORDS	
Actual On Air Words translated	0	0	0	0	0	0	0	0	0	0	130,000	0	0.00%
Actual On Air Words translated  Actual Web exclusive Words translated	0	0	0	0	0	0	0	0	0	0	78,000	0	0.00%
Actual Men exclusive Molas figurities	U	U	U	U	U	U	U	U	U	U	208,000	0	0.00%
											200,000	ITEMS	0.00%
Actual On Air items translated	0	0	0	0	0	0	0	0	0	0	1,000	0	0.00%
Actual Web exclusive items translated	0	0	0	0	0	0	0	0	0	0	600	0	0.00%
cardore remo translated		ŭ		+	+	Ü	Ü			+	1,600	0	0.00%



<b>DATA PROJECTION - 2013 TRANSLATION SEI</b>	RVICES			
BASE DATA				
Preconditions	VOLUME	UNITS	FREGUENCY	COMMENTS
Year (weekends not included)	260		FREQUENCY	COMMENTS
Year (weekends not included) Vacations	10	days	yearly	
Stat. days	9	days days	yearly yearly	
Other days (sick, floaters, etc.)	12	days	yearly	
Actual working days	229	days	yearly	
Monthly equivalent	19.08	days	monthly	
Monthly equivalent	19.08	uays	monthly	
Hours paid	7	hours	daily	
Lunch	1	hours	daily	
Working hours	7	hours	daily	
Productivity Adjustment Factor	85%	110013	N/A	
Actual working hours	5.95	hours	daily	
Translation data			,	
	130	words	N/A	
Average # words in product requests	130 250	words	N/A hourly	
Average # words in product requests Translators' rate FTEs	130 250 3	words words FTEs	N/A hourly N/A	
Average # words in product requests Translators' rate	250	words	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013	250	words FTEs	hourly	
Average # words in product requests Translators' rate FTEs	250 3	words	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013	250 3	words FTEs	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)	250 3 2013 Volume (# Requests)	words FTEs  Equivalent (# Words)	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS	250 3 2013 Volume (# Requests) 7684	words FTEs  Equivalent (# Words) 998920	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS	250 3 2013 Volume (# Requests) 7684 4472	words FTEs  Equivalent (# Words) 998920 581360	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS	250 3 2013 Volume (# Requests) 7684 4472 6914	words FTEs  Equivalent (# Words) 99820 581360 898820	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013	2013 Volume (# Requests) 7684 4472 6914 19070	words FTEs  Equivalent (# Words) 98920 581360 88820 2479100	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website	2013 Volume (# Requests) 7684 4472 6914 19070	Equivalent (# Words) 998920 581360 898820 2479100 975000	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013	2013 Volume (# Requests) 7684 4472 6914 19070	Equivalent (# Words) 998920 581360 898820 2479100 975000	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website	250 3 2013 Volume (# Requests) 7684 4472 6914 19070 7500	Equivalent (# Words) 98820 581360 898820 2479100 975000 3,454,100	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% billingual website Total WORDS for 2013  TRANSLATORS 2013 word target	2013 Volume (# Requests) 7684 4472 6914 19070 7500  2013 Volume (# words) 3,454,100	Equivalent (# Words) 998920 581360 975000 3,454,100 Equivalent (# Requests) 26570	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013  TRANSLATORS 2013 word target Daily word output needed to yearly target	2013 Volume (# Requests) 7684 4472 6914 19070 7500	words FTEs  Equivalent (# Words) 99820 581360 898820 2479100 975000 3,454,100  Equivalent (# Requests)	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013  TRANSLATORS 2013 word target Daily word output needed to yearly target Translation team daily capacity (words)	2013 Volume (# Requests) 7684 4472 6914 19070 7500 2013 Volume (# words) 3,454,100 15,083 4,463	Equivalent (# Words) 998920 581360 975000 3,454,100 Equivalent (# Requests) 26570	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013  TRANSLATORS 2013 word target Daily word output needed to yearly target	2013 Volume (# Requests) 7684 4472 6914 19070 7500  2013 Volume (# words) 3,454,100 15,083	Equivalent (# Words) 998920 581360 898820 2479100 975000 3,454,100 Equivalent (# Requests) 26570 116	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013  TRANSLATORS 2013 word target Daily word output needed to yearly target Translation team daily capacity (words)	2013 Volume (# Requests) 7684 4472 6914 19070 7500 2013 Volume (# words) 3,454,100 15,083 4,463	Equivalent (# Words) 998920 581360 898820 2479100 975000 3,454,100 Equivalent (# Requests) 26570 116 34	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS SPECIAL REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013  TRANSLATORS 2013 word target Daily word output needed to yearly target Translation team daily capacity (words) Daily accumulation of translations (backlog)	2013 Volume (# Requests) 7684 4472 6914 19070 7500  2013 Volume (# words) 3,454,100 15,083 4,463 10,621	Equivalent (# Words) 998920 581360 898820 2479100 975000 3,454,100 Equivalent (# Requests) 26570 116 34	hourly	
Average # words in product requests Translators' rate FTES  FORECASTING 2013  DESCRIPTION (based on 2012)  REGULAR REQUESTS SPECIAL REQUESTS WEB REQUESTS Subtotal - Words 2013 Translations backlog to 100% bilingual website Total WORDS for 2013  TRANSLATORS 2013 word target Daily word output needed to yearly target Translation team daily capacity (words)	2013 Volume (# Requests) 7684 4472 6914 19070 7500 2013 Volume (# words) 3,454,100 15,083 4,463	Equivalent (# Words) 998920 581360 898820 2479100 975000 3,454,100 Equivalent (# Requests) 26570 116 34	hourly	



BASE DATA	_							
reconditions	VOLUME	UNITS	FREQUENCY	COMMENTS				
ear (weekends not included)	260	days	yearly					
acations	10	days	yearly					
tat. days	9	days	yearly					
ther days (sick, floaters, etc.)	12	days	yearly					
ctual working days	229	days	yearly					
onthly equivalent	19.08	days	monthly					
ours paid	7	hours	daily					
inch	1	hours	daily					
orking hours	7	hours	daily					
oductivity Adjustment Factor	85%		N/A	100% would be	a machine rate.			
tual working hours	5.95	hours	daily					
anslation data				-				
verage # words in descriptions	130	words	N/A					
anslators' rate	250	words	hourly					
Es	2.25	FTEs	N/A	Full-time equiva	lents (Employees;	Supervisor accounts	for 0.25)	
						25 FTEs are dedicate		iptions ONLY.
				Rest of FTEs is d	istributed as follow	vs: 0.25 for Maketing	g requests; 1 for gr	aphic requests.
EXTRACTED DATA		R		Rest of FTEs is di	istributed as follow	vs: 0.25 for Maketing	g requests; 1 for gr.	aphic requests.
XTRACTED DATA			V	Rest of FTEs is di	istributed as follow	vs: 0.25 for Maketing	g requests; 1 for gr	aphic requests.
XTRACTED DATA  DESCRIPTION - 2012 ITEMS	APRIL	MAY	JUNE	Rest of FTEs is di	AUGUST	vs: 0.25 for Maketing	g requests; 1 for gr	
DESCRIPTION - 2012 ITEMS	APRIL 672	MAY 713	JUNE 557	P				Word equivale
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS				JULY	AUGUST	SEPTEMBER	Total requests	Word equivaler 499
DESCRIPTION - 2012 ITEMS GULAR REQUESTS ECIAL REQUESTS	672	713	557	JULY 599	AUGUST 645	SEPTEMBER 656	Total requests 3842	Word equivaler 499 290 449
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS PECIAL REQUESTS EB REQUESTS	672 278	713 438	557 379	JULY 599 252	AUGUST 645 459	SEPTEMBER 656 430	Total requests 3842 2236	Word equivale 499 290 449
	672 278 650	713 438 304	557 379 810	JULY 599 252 639	AUGUST 645 459 517	SEPTEMBER 656 430 537	Total requests 3842 2236 3457	Word equivaler 499 290 449
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS PECIAL REQUESTS VEB REQUESTS ONTHLY TOTALS	672 278 650	713 438 304	557 379 810	JULY 599 252 639	AUGUST 645 459 517	SEPTEMBER 656 430 537	Total requests 3842 2236 3457	Word equivaler 499 290 449 1,239
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS ECIAL REQUESTS EE REQUESTS ONTHLY TOTALS  ATA ANALYSIS	672 278 650 1600	713 438 304 1455	557 379 810 1746	JULY 599 252 639 1490	AUGUST 645 459 517 1621	SEPTEMBER 656 430 537 1623	Total requests 3842 2236 3457 9535	Word equivaler 499 290 449 1,239
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS PECIAL REQUESTS EB REQUESTS ONTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.) tal Requests / day	672 278 650 1600	713 438 304 1455	557 379 810 1746	JULY 599 252 639 1490	AUGUST 645 459 517 1621	SEPTEMBER 656 430 537 1623	Total requests	Word equivalent Word equivalent Word equivalent
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS ECIAL REQUESTS BE REQUESTS ONTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.) tal Requests / day Requests / day / Copywriter	672 278 650 1600	713 438 304 1455 MAY 76 15	557 379 810 1746	JULY 599 252 639 1490 JULY 78 16	AUGUST 645 459 517 1621  AUGUST 85 17	SEPTEMBER   656   430   537   1623	Total requests 3842 2236 3457 9535  Averaged req. 83 17	Word equivalent  Word equivalent  1,0826
DESCRIPTION - 2012 ITEMS GULAR REQUESTS ECIAL REQUESTS EB REQUESTS ONTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.) tal Requests / day / Copywriter ANSLATORS 2012 (6 mo.)	672 278 650 1600	713 438 304 1455 MAY 76	557 379 810 1746	JULY 599 252 639 1490	AUGUST 645 459 517 1621  AUGUST 85	SEPTEMBER   656   430   537   1623	Total requests 3842 2236 3457 9535  Averaged req. 83	Word equivalent  Word equivalent  1,0826
DESCRIPTION - 2012 ITEMS GULAR REQUESTS ECIAL REQUESTS ED REQUESTS DNTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.) tal Requests / day / Copywriter  ANSLATORS 2012 (6 mo.) tal requests received / day	672 278 650 1600 APRIL 84 17	713 438 304 1455 MAY 76 15	557 379 810 1746 JUNE 91 18	JULY 599 252 639 1490 JULY 78 16	AUGUST 645 459 517 1621  AUGUST 85 17  AUGUST	SEPTEMBER   656   430   537   1623	Total requests	Word equivalent 499 290 449 1,239 Word equivalent 10826
DESCRIPTION - 2012 ITEMS GULAR REQUESTS ECIAL REQUESTS EB REQUESTS ONTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.) tal Requests / day / Copywriter  XANSLATORS 2012 (6 mo.) tal requests received / day ulvalent words received / day	672 278 650 1600 APRIL 84 17	713 438 304 1455  MAY 76 15	557 379 810 1746 JUNE 91 18	JULY 599 252 639 1490 JULY 78 16	AUGUST 645 459 517 1621  AUGUST 85 17  AUGUST 85	SEPTEMBER   656   430   537   1623     1623	Total requests	Word equivalent 499 290 449 1,239 Word equivalent 10826
DESCRIPTION - 2012 ITEMS GULAR REQUESTS ECIAL REQUESTS EB REQUESTS ONTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.) tal Requests / day Requests / day / Copywriter  ANSLATORS 2012 (6 mo.) tal requests received / day unislant words received / day anslation team daily capacity (words)	672 278 650 1600 APRIL 84 17 APRIL 84 10900 3347	713 438 304 1455 MAY 76 15 MAY 76 9912	557 379 810 1746 JUNE 91 18 JUNE 91 11894 3347	JULY 599 252 639 1490 JULY 78 16 JULY 78	AUGUST 645 459 517 1621  AUGUST 85 17  AUGUST 85 11043 3347	SEPTEMBER   656   430   537   1623	Total requests 3842 2236 3457 9535  Averaged req. 83 17  Averaged 83 10826	Word equivalent 499 290 449 1,239 Word equivalent 10826
DESCRIPTION - 2012 ITEMS EGULAR REQUESTS PECIAL REQUESTS ONTHLY TOTALS  ATA ANALYSIS  DPYWRITERS 2012 (6 mo.)	672 278 650 1600 1600 APRIL 84 17 APRIL 84 10900	713 438 304 1455 MAY 76 15 MAY 76 9912 3347	557 379 810 1746 JUNE 91 18	JULY 599 252 639 1490 JULY 78 16 JULY 78 10150 3347	AUGUST 645 459 517 1621  AUGUST 85 17  AUGUST 85 11  AUGUST 85 11  AUGUST	SEPTEMBER   656   430   537   1623	Total requests	Word equivalent 499 290 449 1,239 Word equivalent 10826



See data for freelancers & Agencies
te (words/Hr.) 250 belancers rate / hr (\$) 40 ency rate (\$\forall \text{Word translated}\$) 0.24  ANSLATORS 2013 Volume (# Requests) Equivalent (# Requests) person 13 word target 3,454,100 26570 house translators daily capacity 4,463 34 6 reelancers daily capacity 10,413 80 6 tal daily capacity 14,875 114
ANSLATORS   2013 Volume   Equivalent   Equivalent hours   Fernical   Person   Pers
ANSLATORS    2013 Volume (# words) (# Requests)   13 word target   3,454,100   26570
ANSLATORS  2013 Volume (# words) (# Requests) (# Requests)  13 word target 3,454,100 26570 house translators daily capacity 4,463 34 6 reelancers daily capacity 10,413 80 6 tal daily capacity 14,875 114
(# words)
(# words)
house translators daily capacity 4,463 34 6 reelancers daily capacity 10,413 80 6 tal daily capacity 14,875 114
reelancers daily capacity 10,413 80 6 tal daily capacity 14,875 114
tal daily capacity 14,875 114
ISE COSTS
HOUSE TRANSLATOR TEAM YEARLY (\$) DAILY (\$) HOURLY (\$)
rrent costs
Translator 1 62000 238 34
Translator 2 58000 223 32
Translator 3 58000 223 32
Translator 4 63000 242 35
Supervisor 70000 269 38
btotal \$ 311,000.00 \$ 1,196.15 \$ 170.8
Additional FTEs (7 people)   \$ 442,686.51   \$ 1,702.64   \$ 243.2



Sigma Translations builds dynamic, customized management tools that allow you to effectively control your cost and know in real time the status of a translation request.

### PROPOSED 2013 PLAN

### PROPOSAL

Given the massive volume of words (continuous incoming requests + backlog to clear) to be translated in a relatively short period of time, we should opt for the freelancers solution who could work remotely.

Additionnaly, they should have access to the CMS, so that the content could be directly updated (upload translations), minimizing the additional workload on our end but also for accountability purposes.

Of course, this solution has a cost (see below) but we cannot hire In-house translators for obvious reasons and also because the current In-house employees simply cannot tackle this huge project by themselves.

1			
Description	Tasks	Cost / year	2014
In-house Translator 1	Marketing, Customer service, STP & products (minimal)	\$ 62,000.00	\$ 62,000.00
In-house Translator 2	Graphics (100%)	\$ 58,000.00	\$ 58,000.00
In-house Translator 3	Product description (100%)	\$ 58,000.00	\$ 58,000.00
In-house Translator 4	Product description (100%)	\$ 63,000.00	\$ 63,000.00
7 Freelancers	Product description (100%)	\$ 433,160.00	\$ 247,520.00
Supervisor	Supervision, coordination activities & products (minimal)	\$ 70,000.00	\$ 70,000.00
Total - Proposal		\$ 744 160 00	\$ 558 520 00

