

Complete by	Task	Start (from project start date)
5 months before project start	<input type="checkbox"/> Determine reference versions and scope.* [‡]	onset
	<input type="checkbox"/> Secure permissions for recording.*	onset
	<input type="checkbox"/> Determine recordings coordinator.* [‡]	onset
10 weeks before project start	<input type="checkbox"/> Determine target language.	onset
	<input type="checkbox"/> Determine project scope. [‡]	onset
	<input type="checkbox"/> Determine reference versions.	onset
	<input type="checkbox"/> Determine training organization and personnel.	onset
	<input type="checkbox"/> Secure project approval from translation organization.	onset
<input type="checkbox"/> Request project.	onset	
8 weeks before project start	<input type="checkbox"/> Acquire reference audio files and send to software provider.	onset
	<input type="checkbox"/> Send set and passage breakdowns to software provider.	onset
6 weeks before project start	<input type="checkbox"/> Record set titles and send audio and text files to software provider.	10 weeks
	<input type="checkbox"/> Send completed/updated localization of Render interface fields to software provider (if applicable).	10 weeks
4 weeks before project start	<input type="checkbox"/> Send signed license agreement to software provider.	onset
	<input type="checkbox"/> Cut and mark audio to load into project. [‡]	8 weeks
3 weeks before project start	<input type="checkbox"/> Input all project information. [‡]	8 weeks
	<input type="checkbox"/> Input Admin device name into project. [‡]	6 weeks
	<input type="checkbox"/> Load audio set titles into project. [‡]	6 weeks
	<input type="checkbox"/> Input localization. [‡]	6 weeks
	<input type="checkbox"/> Load set audio into project. [‡]	4 weeks
<input type="checkbox"/> Deploy project. [‡]	4 weeks	
2 weeks before project start	<input type="checkbox"/> Test project. [‡]	3 weeks
1 week before project start	<input type="checkbox"/> Initialize project on all devices.	2 weeks
Project start		
2 weeks after project start	<input type="checkbox"/> Acquire talent release forms from all participants and send to software provider.	6 weeks

* If recording is necessary, time for completing that must be figured in. The software provider can work with you to record roughly 1500 verses (or equivalent) and set up a project within five months of acquiring the proper permissions. If recording of the reference is not needed, scope must be determined ten weeks prior to project start. Reference audio files must be acquired and ready to use by software provider eight weeks prior to project start.

[‡] A single project scope should not be larger than 1500 verses (or equivalent).

[‡] specific to software provider