

# Localization Project Manager

online course

LOCALIZATION PROJECT MANAGER

# OVERVIEW

This course covers the essential skills and knowledge needed to effectively manage localization projects, including creating a localization plan, working with translators and vendors, and delivering localized content. You will also learn the importance of localization in today's interconnected world and build important skills such as communication and project monitoring.



*"This course is extremely to the point and hands-on and will be very helpful for localization PM newbies and experienced project managers looking to "switch sides" alike. I truly enjoyed the assignments and live feedback. This course is an invaluable resource with a great mission!"*

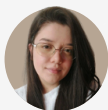


**Alexandra Ragazhinskaya**  
United States

# WHAT YOU'LL LEARN

- Understand why localization is essential in today's world
- Run analysis and calculate adjusted word counts
- Turn project scope into a budget
- Calculate profit margin, create POs and invoices
- Create visual and easy-to-use schedules
- Plan the whole project from scratch
- Sharpen your communication skills
- Use ChatGPT to write emails faster
- Develop your personal tracking system
- Monitor your projects and track their status

*"As a fresh graduate, my goal was to have some basic knowledge to start applying to junior PM positions. Thanks to this course, I've just landed my first PM role. Because of the things I've learned through the course I had an easier time to learn the work and "solve" the exercises they gave me as a test."*



**Roxana Varga**  
Italy

# CURRICULUM

PART  
**1**

## LEARN THE BASICS

DAY 1

Localization has become one of the most significant driving forces behind modern, global businesses. Understand why localization is essential in today's world, and discover your future responsibilities and the role of a localization project manager within a company.

PART  
**2**

## UNDERSTAND PROJECT SCOPE

DAYS 2-4

Measuring and mapping the scope of a project is the foundation on which the success or failure of your entire project will depend. This will ensure that you know how much effort and resources it will take to get the job done so that you can plan, cost and execute effectively.

PART  
**3**

## FORMULATE A BUDGET

DAYS 5-6

Money makes the world go round. In most cases, a budget will either win or lose you the bid before the project even started. Likewise, as the project unfolds, it's up to you as a localization project manager to ensure that you remain within the bounds of your budget without compromising on quality. A budget is like a wild animal – either you control it, or it will bite you... we'll teach you all the tricks you need to become a budget tamer!

# CURRICULUM

PART 4

## GRASP THE ART OF SCHEDULING DAYS 7–8

Time goes hand-in-hand with money. We'll show you how to use spreadsheets and practical thinking to ensure you, and all the people you are managing, have a proper schedule in place and stick to it.

PART 5

## PICK UP COMMUNICATION DAY 9

Communication lies at the heart of a localization project manager's role. In order to drive any project forward, you will communicate with clients, team members, suppliers, and others daily – each requiring their own approach. We'll teach you how to communicate effectively with different stakeholders throughout the project management process.

PART 6

## MONITORING & ADMIN DAY 10

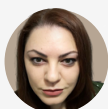
With our schedule in place, learn how to observe everything and keep track of important communication pieces, so you have all your projects in place. Also, how to select vendors for your projects.

# ASSIGNMENTS

As you work through the lessons and concepts, you will have the opportunity to apply your newly learned skills through practical assignments. These assignments will give you the chance to test your understanding of the material and reinforce what you have learned. By completing these exercises, you will be well-prepared to tackle real-world challenges in your field.

- Analyze the content of your choice
- Calculate adjusted word count using formulas
- Scope out a project with hourly estimates
- Create a budget for a client
- Determine the internal cost and profit margin
- Make a schedule for a project
- Send heads-up and handoff emails to your translators
- Build your personal tracking system
- Select vendors suitable for projects

*"This course brings value to everyone interested in taking their first steps into the localization world. I would recommend it especially to those interested in shifting their career because it will offer a real experience and will help you decide if this path is fit and right for you."*



**Ardita M. Gjeçi**  
Albania

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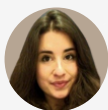
# YOUR INSTRUCTOR

Meet Andrej Zito, the localization pro with 18+ years of experience, having worked for giants like Microsoft, Intel, and Autodesk! His background spans client and vendor sides, primarily as a project/program manager. Andrej is here to share his knowledge and expertise to help you get started in this exciting field!

In his free time, you can find Andrej fighting his fear of heights in a bouldering gym, busting a move on the dance floor, or dominating his latest gaming obsession.



*"The Localization Project Manager Course is one of the best courses I've attended so far. Andrej makes sure you understand every single step by providing you with all the information you need as a beginner. Moreover, he makes you learn in an active way to prove you actually got how to deal with specific tasks."*



**Asia Polo**  
Italy

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# PRICING

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- ✓ No time limit

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# THANK YOU

for considering our course :)