



# Render

## Project Preparation Checklist

Complete by	Task	Start (from project start date)
Complete 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
Complete 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
Complete 8 weeks before project start	<input type="checkbox"/> Request project.	onset
	<input type="checkbox"/> Acquire reference audio files and send to FCBH.	onset
Complete 6 weeks before project start	<input type="checkbox"/> Send set and passage breakdowns to FCBH.	onset
	<input type="checkbox"/> Record set titles and send audio and text files to FCBH.	10 weeks
Complete 4 weeks before project start	<input type="checkbox"/> Send completed/updated localization of Render interface fields to FCBH (if applicable).	10 weeks
	<input type="checkbox"/> Send signed license agreements to FCBH.	onset
Complete 3 weeks before project start	<input type="checkbox"/> Cut and mark audio to load into project.‡	8 weeks
	<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
Complete 2 weeks before project start	<input type="checkbox"/> Deploy project.‡	4 weeks
	<input type="checkbox"/> Test project.‡	3 weeks
Complete 1 week before project start	<input type="checkbox"/> Initialize project on all devices.	2 weeks
<b>Project start</b>		
Complete 2 weeks after project start	<input type="checkbox"/> Acquire talent release forms from all participants and send to FCBH.	6 weeks

\* If recording is necessary, time for completing that must be figured in. FCBH can work with you to record roughly 1500 verses (Genesis 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 FCBH eight weeks prior to project start.

† A single project scope should not be larger than 1500 verses (Genesis or equivalent).

‡ specific to FCBH