

Multimedia Tracking Worksheet for E-Learning Localization

Course Information

- Course Title: _____
- Source Language: _____
- Target Languages: _____
- Project Manager: _____

Image Inventory

ID	File Name	Location in Course	Contains Text?	Cultural Elements?	Adaptation Needed?	Instructions for Adaptation	Status	New File Name
			Yes/No	Yes/No	Yes/No			
			Yes/No	Yes/No	Yes/No			
			Yes/No	Yes/No	Yes/No			
			Yes/No	Yes/No	Yes/No			
			Yes/No	Yes/No	Yes/No			

Audio Narration Inventory

ID	File Name	Duration	Location in Course	Transcript Available?	Speaker Gender/Age	Special Instructions	Status	New File Name
				Yes/No				
				Yes/No				
				Yes/No				
				Yes/No				
				Yes/No				

Video Content Inventory

ID	File Name	Duration	Location in Course	Contains Text?	Contains Cultural Elements?	Adaptation Approach	Transcript Available?	Status	New File Name
				Yes/No	Yes/No	Subtitle/Dub/Replace	Yes/No		
				Yes/No	Yes/No	Subtitle/Dub/Replace	Yes/No		
				Yes/No	Yes/No	Subtitle/Dub/Replace	Yes/No		
				Yes/No	Yes/No	Subtitle/Dub/Replace	Yes/No		
				Yes/No	Yes/No	Subtitle/Dub/Replace	Yes/No		

Character/Avatar Inventory

ID	Character Name	Visual Description	Role in Course	Cultural Considerations	Adaptation Needed?	Instructions for Adaptation	Status	New File Name
					Yes/No			
					Yes/No			
					Yes/No			
					Yes/No			

Interactive Elements Inventory

ID	Element Type	Location in Course	Contains Text?	Cultural Considerations	Adaptation Needed?	Instructions for Adaptation	Status	Notes
			Yes/No		Yes/No			
			Yes/No		Yes/No			
			Yes/No		Yes/No			
			Yes/No		Yes/No			

Resource Requirements Summary

Image Production Needs

- Total images requiring adaptation: _____
- Estimated time required: _____
- Assigned to: _____
- Deadline: _____

Audio Production Needs

- Total audio files requiring recording: _____
- Estimated recording time: _____
- Voice talent requirements: _____
- Assigned to: _____
- Deadline: _____

Video Production Needs

- Videos requiring subtitling: _____
- Videos requiring dubbing: _____
- Videos requiring complete replacement: _____
- Estimated production time: _____
- Assigned to: _____
- Deadline: _____

Notes

Worksheet Completed By: _____

Date: _____

Last Updated: _____