

ISO 11669:2024-03 (E)

Translation projects - General guidance

Contents

Page

Foreword	v
Introduction	vi
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
3.1 General concepts	1
3.2 Concepts related to translation projects	2
3.3 Concepts related to people involved in translation projects	4
3.4 Concepts related to translation technology	5
4 Context of translation projects	5
4.1 General	5
4.2 Translation standards	6
4.3 Translation project parameters	6
5 Initiation stage	7
5.1 General	7
5.2 Initial needs analysis	7
5.3 Risk assessment	8
5.4 Selecting a translation service provider	9
6 Planning (pre-production) stage	9
6.1 General	9
6.2 Preparing the source language content	9
6.3 Finalizing the translation project specifications	10
6.4 Documenting the translation project specifications	10
7 Execution (production) stage	10
7.1 General	10
7.2 Technologies	11
7.3 Terminology work	11
7.4 Pre-processing	12
7.5 Translation	12
7.6 In-process quality checks	13
7.7 Verification and delivery	13
8 Closing (post-production) stage	14
8.1 General	14
8.2 Closure of the project	14
8.3 Feedback	14
8.3.1 General	14
8.3.2 Feedback from requesters	14
8.3.3 Feedback within and from the TSP	15
8.4 Evaluation of translation output	15
9 Transversal activities	15
9.1 Risk management and contingency planning	15
9.2 Project communication	16
9.2.1 General principles	16
9.2.2 Query management	16

Annex A (informative) **Using unedited machine translation (UEMT) output** 17

Annex B (informative) **Translation project parameters** 19

Annex C (informative) **Checklist for developing translation project specifications** 25

Annex D (informative) **Translation services** 27

Annex E (informative) **Checklists for selecting a translation service provider** 28

Annex F (informative) **Checklist for terminology needs** 30

Bibliography 32