

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