



International

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Translation projects — General guidance

Projets de traduction — Recommandations générales

ISO 11669

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This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 5, *Translation, interpreting and related technology*.

This first edition cancels and replaces ISO/TS 11669:2012, which has been technically revised.

The main changes are as follows:

- there is an increased focus on the requester's and translation service provider's shared responsibility in developing translation project specifications;
- a description has been added of the key role that risk assessment plays, together with the initial needs analysis, in setting up the translation project;
- the informative annexes have been updated.

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The translation industry is changing rapidly and globalization is driving increased demand for translation. Technological innovation has stepped up to provide solutions designed to meet these needs, including making use of artificial intelligence and machine translation. Anyone who needs translation services has many options to choose from. To obtain translation output that meets requirements, those who need translation services should have a basic understanding of what a translation project involves. They should also know how efficient communication with a translation service provider (TSP) can help to ensure a successful translation project.

Efficient communication entails that requirements are explicitly defined and agreed-upon as translation project specifications. Successful translation projects are a result of:

- developing and following these translation project specifications,
- involving people with the appropriate competences and qualifications, and
- assuring smooth communication flows throughout the projects.

This document is primarily intended for persons who request translation services, but it can be useful for all stakeholders in a translation project, such as TSPs and end users.