

A. Linguistic work product parameters [1–13]

Source-content information [1–5] (much of this can be inferred by examining the source content)

1. general characteristics
 - (a) source language (including locale information, such as UK vs. American English)
 - (b) text type (information about a text, including its function, format, or the intention of the author with respect to the target audience, e.g. function: annual report; format: InDesign file; intent: informative)
 - (c) audience
 - (d) purpose (Skopos in Functionalist translation theory; complements intention in text type)
2. specialized language
 - (a) subject field
 - (b) terminology (terms marked in the source text [e.g. ITS], without target-language equivalents)
3. volume (i.e. size or length in words, characters, or some other unit)
4. complexity (e.g. written by a non-native of the source language? Text embedded in graphics?)
5. origin (e.g. the source text is itself a translation)

Target content requirements [6–13]

6. target language requirements (a high level of fluency is assumed unless otherwise indicated)
 - (a) target language (including locale, e.g. Canadian French)
 - (b) target terminology (project-specific bilingual terminology)
7. audience (intended end-user; especially when different from the intended audience of the source content)
8. purpose (especially when it differs from the purpose of the source content)
9. content correspondence (assumes a degree of accuracy appropriate to type of content correspondence: full segment-by-segment translation vs. summary; overt vs. covert [localization, transcreation]; handling proper nouns; etc.)
10. register (from formal to familiar; tone used in addressing audience)
11. format (file and modality [file: Word, InDesign, etc.]; [modality: document, subtitles, etc.])
12. style (beyond the baseline of a level of fluency appropriate to audience and purpose)
 - (a) style guide (e.g. Chicago Manual of Style or a company guide); complements content correspondence
 - (b) style relevance (is a high degree of readability important in this case?)
13. layout (margins, headings, etc., especially as they differ from the source content layout)

B. Process tasks [14–15]

14. typical tasks (note: which tasks are performed and who is responsible for each must be made clear)
 - (a) preparation (optional)
 - (b) initial translation (select a point on the spectrum from raw MT to post-edited MT to human translation)
 - (c) quality inspection steps after initial translation (revision [bilingual], review [monolingual], proofreading)
15. additional tasks (e.g. third party review, terminology check, termbase update, software testing, or back translation)

C. Project Environment [16–18]; Relationships [19–21]

16. technology (is any particular technology to be used in the project for a particular point on the spectrum?)
17. reference materials (translation memories, termbases to supplement that in 6b, etc.)
18. workplace requirements (e.g. security measures, confidentiality requirements, or safety concerns in conflict zones)
19. permissions
 - (a) legal factors (e.g. who holds copyright for target text, translation memory, etc.?)
 - (b) recognition (does the translator's name or translation company's name appear in the published translation?)
 - (c) restrictions (on the use of materials, such as translation memory, after the project, etc.)
20. submissions
 - (a) qualifications (expected or required qualifications of provider)
 - (b) deliverables (the target content in the specified format, updated termbase, etc.)
 - (c) delivery method (email, sFTP, etc., including recipient name and address)
 - (d) delivery deadline(s)
21. expectations
 - (a) compensation (typically, cost)
 - (b) communication (channels and mode among contact persons within requester and provider organizations)