

## Translation Event Planning Worksheet

### Instructions

- This planning worksheet should be completed by the primary organizer of the event, usually an Education Services Team Leader or a Field Operations Program Manager. Once completed, the worksheet should be used to create an event for each of the involved languages in the Tracking Dashboard of translationDatabase and then uploaded to that event for each language for future reference.

### Network/Partner/Language(s)

- Is this a Gateway Language (GL) or Other Language (OL) event?
- What is the name of each church network and/or partner expressing a need for translation and a desire to support this translation event?
- Who is the primary point of contact, email address and phone number for each network/partner?
- What is the name of each target language involved in this event?
- What are the names of the oral languages involved in this event, if any?
- What are the desired output targets for this event (OBS, NT, OT, other)?
- What is the desired checking level for each target language?
- What is the gateway language for this event?
- Does each network/partner that is sending translators to this event understand that they need to be fluent and literate in both the source and target languages?

### Translation Methodology

- Is this a MAST event? ☐ Yes ☐ No
  - What model will be used?
    - ☐ Two Week New Testament
      - Requires 26 church members for 2 weeks
    - ☐ 40 Week New Testament
      - Requires 2-3 team members per language willing to spend 40+/- weeks
      - Requires 1 church member at designated times for checking
    - ☐ 100 Cluster New Testament
      - Requires 2-3 team members willing to spend 50+/- weeks
      - Requires 1 church member at designated times for checking
      - Requires 1 team member be fluent in English or GL to attend training conference to learn the process and return to team to train members
    - ☐ Other
- Is this a Single Translator event? ☐ Yes ☐ No
- Is this a Sovee/MemoQ event? ☐ Yes ☐ No

## Scheduling

- What dates have been requested by the church network/partner for this event?
- Has Education Services confirmed the availability of these dates? ☐ Yes ☐ No ☐ N/A
- Has Technology Advancement confirmed the availability of these dates? ☐ Yes ☐ No ☐ N/A
- Has Translation Services confirmed the availability of these dates? ☐ Yes ☐ No ☐ N/A
- Have invitations been sent to all participants? ☐ Yes ☐ No ☐ N/A

## Location

- What is the proposed location of this event?
- What are the visa requirements for this location?
- What are the recommended travel itineraries, including when and where to arrive and depart?
- What is the name, address, email, phone and contact for the lodging facility that has been reserved?
- What are the room and meal costs for WA team members?
- Will the facilitators be staying at this facility? If not, where will they be staying?
- What is the name of the conference facility that has been reserved?
- Does the conference facility have adequate accessibility?
- Does the conference facility have adequate security?
- Does the conference facility have adequate housing?
- Does the conference facility have adequate meeting space?
- Does the conference facility have adequate electricity?
- Does the conference facility have adequate internet connectivity?
- Does the conference facility have an adequate audio recording environment?
- What arrangements have been made for travel, lodging and meals for all participants?

## Facilitation

- Who is the team leader for this event and what is his/her home address, email and phone number?
- Who are the facilitators for this event and what are their home addresses, emails and phone numbers?
- What other WA support staff are involved in this event and what are their home addresses, emails and phone numbers?
- Do the facilitators have sufficient training/experience in translation and checking theory, MAST methodology, technology, etc.?
- What means of communication will facilitators have with translators/checkers?
- What is the ratio of interpreters to translators/checkers?

## Source Texts

- Which source texts will be used?
- Do all source texts agree with the Statement of Faith and Translation Guidelines?
- Are all source texts understood well by the translators and checkers?
- Are the latest versions of the source texts being used?
- Are the source texts in public domain or available under a compatible license?
- What other translation resources will be available?

## Hardware/Software

- What is the translation platform to be used (e.g. translationStudio, word processor, Paratext, etc.)?
- What hardware with appropriate software, source texts and target language keyboards will be available?
- Will a sufficient number of laptops/tablets with the latest software be available?
- What source texts and target namespaces are available in the software?
- What appropriate keyboards are available for the target languages?
- Refer to the required laptop and tablet specifications at the bottom of the worksheet.

## Translation

- For each target language, how many translators that are fluent and literate in both the source and target languages are planning to attend?
- Are any of these translators currently affiliated with another Bible translation organization?
- For each target language, how many community checkers for clarity and naturalness that are fluent in at least the target language are planning to attend?
- For each target language, how many church checkers for accuracy that are fluent in both the source and target languages are planning to attend?
- Are all translators fluent in listening/speaking their target language?
- Are all translators fluent in reading in their target language?
- Are all translators able to write in their target language?
- Are all translators fluent in listening/speaking the GL?
- Are all translators fluent in reading/writing in the GL?
- How many translators are fluent in listening/speaking in English?
- How many translators are fluent in reading/writing in English?
- Are there translation helps (e.g. translationNotes, translationWords, translationQuestions) available in a language the translators understand?
- Does the translation team understand the difference between a literal and dynamic translation?
- On which end of the spectrum would they prefer their translation to be?
- Has the translation team take into account the Difficulty Rating System for the books of the Bible when selecting the order of translation?
- How would you best describe the literacy of the people group in each target language?
- For each target language, how many translators have keyboarding or low-level computer skills?
- How many translation testers in each language community have been identified?
- Have community checkers been identified for each target language at each desired checking level?
- Have church checkers been identified for each target language at each desired checking level?
- Are all translators and checkers willing to abide by the Statement of Faith, Translation Guidelines and Open License?
- Have provisions been made so everyone can sign the Statement of Faith, Translation Guidelines and Open License before starting?
- Have provisions been made for all necessary training (e.g. translation/checking theory, technology, recording, MAST)?
- Has translationAcademy been made available in an understandable language, in an accessible format?
- Do all translators and checkers understand what makes a good translation and how to make a meaning-based translation?

- Does the translation team agree on rules for spelling, punctuation and translating names?
- Does the translation team agree on the order for the translation event?

## Publication

- Has a plan been developed to digitize, upload and (if necessary) publish the translation?
- What desired final formats (text, audio, video) have been agreed upon?
- What publisher/distributor (e.g. unfoldingWord, Bible Society, self-publish, etc.) has been agreed upon for the finished product?

## Administration

- What are the IETF tags for each target language?
- If an IETF tag was not found for a given language, for which languages has an IETF tag been requested from [help@door43.org](mailto:help@door43.org)?
- Has a project number been requested for the translation event? ☐ Yes ☐ No
- What is the project number for the translation event?
- What is the approved budget for this event?
- What are the alphabets and scripts identified for each language?
- What Biblical content has been identified in each target language and what is its copyright status?
- Has a Project Charter been added to the Tracking Dashboard for each language? ☐ Yes ☐ No
- Has an Event been added to the Tracking Dashboard for each language? ☐ Yes ☐ No

## Evaluation

- What was actually translated in each target language?
- To what level were these translations checked?
- Who has possession of the translated material?
- Who is accountable to ensure all translated content is accounted for at the end of the event?
- Who is accountable to ensure all translated material is digitally uploaded to Door43?
- Who is the key contact for each GL and OL participating in the project?
- Did the network/partner provide sufficient and accurate information about the languages, translators and their language and computer skills?
- What worked well during the project?
- What did not work well and how could it be improved?
- Who will follow up to measure continued progress for each language?

## Technology Requirements

- Who will provide tech support and what is their full contact information?
- Laptop
  - Software:
    - ☐ Windows 7 or 10
    - ☐ Office Suite - MS Office is purchased; LibreOffice is free
    - ☐ Audacity & Lame – free audio recording software
    - ☐ Ocenaudio (free audio recording software with “insert markers” capability)
    - ☐ Anti-virus (free)
    - ☐ Lenovo’s ShareIt!
    - ☐ tStudio (when it is finalized)
    - ☐ Bluestacks emulator for tStudio if tStudio is still in testing phase.
  - Extra Hardware:
    - ☐ Mouse
    - ☐ USB keyboard (depending on the location)
    - ☐ External hard drive
  - Peripherals:
    - ☐ External microphone & stand
    - ☐ External speaker
    - ☐ Portable Wireless access point (for locations with poor internet connectivity)
  - Print on Demand
    - ☐ Complete system
    - ☐ Portable system
- Tablet (our typically installed software is below. List others as needed)
  - Translation Software:
    - ☐ Translation Studio
    - ☐ Translation Keyboard
    - ☐ unfolding Word
    - ☐ MS Word compatible word processor
  - Recording Software:
    - ☐ WavePad free (with extra features added in)
    - ☐ Ocenaudio – recording software
    - ☐ iRig Recorder (comes with iRig mic – see below)
  - Utilities:
    - ☐ Lenovo’s ShareIt (<http://shareit.lenovo.com/>)
    - ☐ ES File Explorer
    - ☐ Text: Jota+
  - Hardware:
    - ☐ iRig mic
    - ☐ Speakers (if working with audio recordings)
    - ☐ Stylus
    - ☐ External battery (if necessary)

- VPN when necessary (note that most of these are paid subscriptions):

- ☐ ExpressVPN (or something similar)

- ☐ StrongVPN

- ☐ SurfEasy

- Data Storage:

- ☐ microSD cards

- ☐ external USB hard drive

- Other:

- ☐

- ☐

- ☐