

Translation Guidelines

1. General Rules

- 1.1. Translations should be done by groups of individuals (as opposed to companies or individually).
- 1.2. No material changes to content should be made through translation.
- 1.3. Do not remove or alter any copyright information in the footer of the original document.
- 1.4. The document should contain a *Translator Acknowledgement* section (3.1) and a *Version Change Log* (4.1).

2. Responsibilities of Translators

- 2.1. Translators must provide the following details within the *Translator Acknowledgement* section. Your translation will not be published without the required contact information as prescribed below. This information will be *publicly available* on www.scrumguides.org or Scrum.org respectively.
 - 2.1.1. **(required) Translator Name(s)** :
 - (optional) **Translation Group Name** :
 - (required) Primary Contact Email** :
 - (optional) **Website** :
 - (optional) **LinkedIn** :
 - (optional) **Twitter** :
 - (optional) **Facebook** :
- 2.2. The following Terms must **not** be translated in your final document. You may include a glossary at the end of your translation if it would greatly benefit the readers. For EBM Guide see 2.2 continued on the next page.

Scrum Guide Terms	Nexus Guide Terms (All of the Scrum Guide Terms and...)	Kanban Guide Terms (All of the Scrum Guide Terms and...)
General Terms	General Terms	General Terms
Scrum	Nexus	Kanban
Product Goal		
Definition of Done		
Events	Events	Practices
Sprint	Nexus Sprint Planning	Flow
Sprint Planning	Nexus Daily Scrum	Workflow
Daily Scrum	Nexus Sprint Review	WIP
Sprint Review	Nexus Sprint Retrospective	
Sprint Retrospective		
Sprint Goal		
Roles	Roles	Roles
Scrum Team	Nexus Integration Team (NIT)	
Scrum Master		
Product Owner		
Developers		
Artifacts	Artifacts	Artifacts
Product Backlog	Integrated Increment	
Sprint Backlog		
Increment		

--	--	--

2.2 continued: for the EBM Guide please do not translate the words Evidenced Based Management.

2.3. Translate the document in a reasonable amount of time (approximately 4-6 weeks).

2.4. Provide the translated document in Microsoft Word (.docx) format.

2.5. Respond to requests for updates in a reasonable amount of time (3-4 weeks) from:

- the public in the form of identified translation errors, and
- Scrum.org in the form of periodic updates to the master document

2.6. You may distribute your translation at will. Exceptions include the below:

- Any editable documents (.docx or .ai) provided to you by Scrum.org are **not** to be distributed
- You may not exchange your translation for monetary gain

2.7. If you are no longer able to maintain your translation, let us know at your earliest convenience.

3. Translator Acknowledgement

3.1. Names of those who have contributed to the translation, **and the contact information from 2.1.1** should be listed in your translated document. Please add the following section to your translated document after the “Acknowledgement” section:

Translator Acknowledgement

This guide has been translated from the original English version provided by the developers acknowledged above. Contributors to the translation include [First name] [Last name].

Contact Information (same as information provided in 2.1.1)

4. Overview Document

An Overview must appear on the last page of your translation documenting the changes from version to version. Overviews must also be translated.

5. Termination of Agreement

As the curators of the official Scrum, Nexus and Kanban Guides and the derivative translations of these Guides, Scrum.org *may choose to* terminate our working agreement as described herein with a translation team under the following conditions - at Scrum.org’s discretion. Scrum.org will notify the translation team of discontinued service at the time of termination and is not obligated to renew the agreement.

- 5.1. Failure to translate in a reasonable amount of time. Any longer than 4 months from the time the translation team agreed to translate.
- 5.2. Failure to respond to translation errors identified by Scrum.org or the public.
- 5.3. Distributing your translation(s) for monetary gain.
- 5.4. Copyright infringement on Scrum.org intellectual property, including but not limited to:
 - 5.4.1. Re-distributing Professional Scrum assessments, courseware, or other intellectual property without the express written consent of Scrum.org. This includes free and paid re-distribution (e.g mobile apps).