Code of Conduct for Kanban Guide Translators

Translators of the Kanban Guide and its associated materials do our community an invaluable service and is greatly appreciated. This document sets out translator expectations and standards to ensure translation work is of the highest quality and serves the best interests of the Kanban community.

Official translators must agree to this code of conduct before translating any written materials associated with the Kanban Guide.

Suggestions to improve this code of conduct can be submitted using the "submit ideas" button on the home page at https://kanbanguides.org or via the KanbanGuides slack channel button underneath that button.

1. Glossary

Translation refers to any translated document from the official website(s) publishing the Kanban Guide, currently the Kanban Guides website https://kanbanguides.org.

A *translator* is an individual person who facilitates/creates/amends/reviews the translation(s) of documents at the official website(s) for accessing Kanban Guide, currently the Kanban Guides website https://kanbanguides.org.

The administrator(s) of the official website(s) for accessing Kanban Guide, currently the Kanban Guides website https://kanbanguides.org, acts as the guardian for the translations, hereafter referred to as the *translation guardian*.

2. General Rules

1. The community owns the translations, not the groups/individuals who perform the translation(s). Therefore other groups/individuals can take over the translation(s) for subsequent updates without requesting the permission of previous translators, subject to permission from the translation guardian.
2. Provide the final translation in Microsoft Word format (.docx) and PDF formats for ease of publication. The translator must check that the translation looks as expected in Microsoft Word and PDF formats. The translator should use scalable vector graphics format (SVG) if applicable.
3. Only the translation guardian is allowed to publish a finalized translation.
4. The translation guardian or delegate will publish translations in both HTML and high-quality PDF formats.
5. Translate the Kanban guide at a minimum. Translating the definitions/addendum(s) is optional.

6. The translation should render no material changes to content (such as changes in meaning, emphasis, or inattention to nuance); this includes the acknowledgment section.
7. Translation can be in side-by-side paragraph format (to enhance reader trust), fully translated, or both (in one or two documents). If both side-by-side and full translations are in the same document, the side-by-side translation must appear first.
8. Copyright information in the footer of the original document must not be altered and, therefore, should not be translated.
9. The translation must contain a *Translator Acknowledgement* section and a *Change Log* as per section six in this code of conduct. The Translator Acknowledgement section must include details for the current translation version and should consist of previous translator groups, subject to their permission.
10. The translation guardian reserves the right to remove acknowledgments or translations should they determine the group of translators, or individuals therein, bring the Kanban Guide into disrepute.
11. During translation, reviewers should submit all feedback through comments in Google Docs or equivalent on the Kanban Guides Google Drive to help ensure that it is not ignored/diminished. Alternatively, reviewers can enter audio/video feedback on the Google Doc(s), via email to the translation guardian at support@kanbanguides.org, or through a secure messaging platform to the translator.
12. Translators are welcome to suggest a change(s) to items in the Kanban Guide by emailing support@kanbanguides.org.
13. One translation per language is preferred. More than one translation per language is allowed, with approval from the translation guardian. In this case, readers can choose the translation they prefer.
14. Only the translation guardian can grant access to the Kanban Guides on Google Drive.

3. Responsibilities of Translation Guardian

1. Notify the translator of any updates to the Kanban Guide within two business days of publication, preferably via email. Translations will go live after the source-document changes.
2. Monitor the consistency of translations.
3. Monitor that translators are abiding by this code of conduct.
4. Approve translations.
5. Publish HTML and PDF versions of the approved translations.
6. If necessary, publish a list of unendorsed websites hosting the Kanban Guide and its associated documents, including translations.
7. Resolve queries from translators within four business weeks.

4. Responsibilities of Translators

1. Use Google Docs for all translation work in the Kanbanguides.org Google Drive only.
2. Use Google Doc versioning.
3. It is forbidden to add translator names to the original list of acknowledgments. It is forbidden to add to or modify the original Creative Commons licence/attribution.
4. Provide the details below in a *Translator Acknowledgement* section regarding translators and reviewers whose feedback affected the published translation, subject to the party's consent.

(optional) **Translator Name(s)** :	
(optional) **Translation Group Name** :	
(optional) **Primary Contact Email** :	
(optional) **Website** :	
(optional) **Social media handles:**	

5. Provide written/audio/video responses from a minimum of five translation reviewers whose first language is the same as the language of translation. Ideally, three reviewers will have Kanban knowledge, and two will not. Complete the translation in a reasonable amount of time as negotiated with the translation guardian.
9. Advise the translation guardian as soon as possible if unable to complete or maintain the translated document.
10. Respond to requests for needed changes (e.g. translation errors) in a reasonable amount of time as negotiated with the translation guardian.
11. Distribute the approved published translation in PDF format only, if desired.
12. The translator is expressly forbidden from circulating any editable documents (for example, .docx or .ai or Google Doc) of the American English original Kanban Guide.
13. The translator may not exchange a Kanban Guide related translation for monetary gain.
14. The translation group name must not bring the Kanban Guide into disrepute, as decided by the translation guardian.

5. Reserved Words

Some terms are challenging to translate into other languages, yet readers must understand them. Kanban assessments are currently available in American English only, and it would be remiss if a misunderstood translation caused an inconvenience.

Given the above, translation is allowed for any instance of the terms below. The American English term must appear in parenthesis following the first instance of each translated term. Subsequently, the term can appear in the translated language only. The translator can use the American English term throughout if that is the best option.

If the translation of a reserved word/expression is awkward in the translated language, the translator should consult with the translation guardian. Including a glossary at the end of a translated document might be beneficial to readers.

Kanban Guide Terms		Definitions Terms		Optional Addendum
Kanban		Explicit policy/policies		full-kitting
workflow		limited **		funnel
pull(s) **		kanban		Jobs to Be Done
select(s) **		Little's Law		Scrum
Definition of Workflow		batch		TameFlow
DoW		ticket		flow efficiency board
work item **		failure demand		Drum Buffer Rope board
work items **		technical debt		throughput management board
service level expectation		work item type		team **
SLE		class of service		backlog
started **				right-sizing
finished				blocked
started point **				hopper **
finished point **				Professional Scrum with Kanban
controlling WIP				Kanban Guide for Scrum Teams
controlling work in progress				flow time
WIP limit(s)				wait time
knowledge work				touch time
Knowledge worker				Flow efficiency
WIP				constraint
cycle time				herbie
work item age				flawed mental models
throughput				Sprint
measure(s) **				flow back
metric(s) **				buffer
data-informed **				buffer zone
				token
				CONWIP
				special cause variation
				roles **
				accountabilities **
				technical debt
				failure demand
				Scrum.org
				evidence-based management
				OKRs
				DOKEs, desired outcomes and key experiments, okey DOKEs
				de-scaling

** Not a reserved word but due care and attention.

6. Change history

A change history log must appear on the last page of a translation documenting the changes from version to version. For example:

Version number	Significance	Version date (long date format)
1.0	Original translation	27th February 2022

7. Data protection

Kanban Guides is committed to protecting individual privacy and personal data and expects the same from those providing translation services.

Distribution of names, email addresses, or other personal information acquired during translation without written permission from the person(s) affected is prohibited. Any possibility of a data leak has to be reported to the translation guardian immediately, along with a remediation plan.

The translator and the translation guardian must comply and assist each other in complying with all laws and regulations regarding personal data and privacy protection.

8. Termination

Translators can terminate their service at any time. The translation guardian will continue to manage any completed or in-progress translations.

The translation guardian *may choose to* terminate a translator If they determine the translator has violated this code of conduct.

The translation guardian must notify the translator(s) of discontinued service in writing at the time of termination.

Version History of Code of Conduct for Kanban Guide Translators

Version number	Significance	Version date (long date format)
1.0	Original publication	16th April 2022
1.1	- A *translator* is an individual person in the "Glossary" section - To maintain independence of Kanban Guide from specific communities, replaced "assessment failure" with "inconvenience" in the "Reserved Words" section. - Clarification on expectations for acknowledgement of translators, CC licence, and original acknowledgements in the "Responsibilities of Translators" section.	4th May 2022