

Student Name

TERMINOLOGY LIST - BUSINESS PLAN

**Chapter 1 Interior Design as a Profession**

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Ateliers

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Brand

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Ensembliers

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Stakeholders

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Vignette

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**Chapter 2 Professional Advancement:**

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Continuing education unit (CEU)

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Licensing  
Permitting statute

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Pro bono

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The three Es

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Title acts

### **Chapter 3 Ethics in the Business Environment**

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Code of Conduct

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Conflict of Interest

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Ethical Standard

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Fiduciary Duties

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Proprietary Information

### **Chapter 4 Legal Responsibilities (overview of legal liabilities):**

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Administrative law

Barrier-free regulations

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Breach of contract

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**Chapter 5 Where Do Designers Work:**

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Commercial interior design

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Contract interior design

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Independent design firm

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On the boards

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Residential interior design

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**Chapter 6, Project Compensation and Design Fees:**

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Cost Plus Percentage markup

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Direct Personal Expense

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Indirect job Costs

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Percentage of Retail

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Square-foot Method

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Value-oriented

### **Chapter 11 Project Management Process:**

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Bar chart

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Critical path method (CPM)

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Gantt chart

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Milestone chart

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Programming

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Project management

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Punch list

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Transmittal letter

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Value engineering

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**Chapter 12 Contract Documents and Specifications:**

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Addenda

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Base bid (actual bid)

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Bid bond

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Change orders

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Closed specification

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FF&E projects

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Labor and materials payment bond

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Open specification

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Performance specification

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Proprietary specification

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Reference specification

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Submittal

## Chapter 15 Creating and Managing a Design Practice

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Due Diligent

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Letter of Intent

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Empowerment

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Autocratic Management Style

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Democratic Management Style

## Chapter 17:

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Build-out allowance

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Demising wall

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Pro forma

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Tenant work letter

## **Chapter 19 Business Legal Filings and Licenses**

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Doing business as (DBA)

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Resale license

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Trade name

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Workers' compensation insurance

## **Chapter 20 Strategic Planning: Designing the Future**

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Benchmarking

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Mission statement

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Primary sources



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Secondary sources

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Strategic planning

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SWOT analysis

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Variance analysis

**Chapter 22:**

Four Ps of marketing: You will need to list each aspect and briefly describe how it plays a part in the overarching concept.

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1.

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2.

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3.

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4.

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Contributory negligence

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Copyright notice

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Copyright notification

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**Chapter 23 Promotional Basics:**

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Co-op Advertising

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Networking

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Press Release

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Promotional Tools

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Testimonials

## **Chapter 27 Employee Management:**

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Agency relationship

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Compensatory time

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Gross margin

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Incentive compensation

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Noncompete agreement

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Quid pro quo

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Restrictive covenant

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Straight salary

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## **Chapter 28 Goals and Career Options.**

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Contract interior design

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Facility planner

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Goals

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Personal goals

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Professional goals

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### **Chapter 30 On the Job**

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Career Strategies

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First Impressions

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Illegal Questions

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Interview Style