

Student Name

VOCABULARY LIST – BUSINESS PLAN

Chapter 1 Interior Design as a Profession

Ateliers

Brand

Ensemble

Stakeholders

Vignette

A display of furniture and furnishings in a store or a showroom that simulates an actual

Chapter 2 Professional Advancement:

Continuing education unit (CEU)

Licensing A term most frequently associated with a state or province whose legislation defines who may practice interior design
Permitting statute

Pro bono
Providing something at no charge.

The three Es

Title acts

Chapter 3 Ethics in the Business Environment

Code of Conduct

Conflict of Interest

Ethical Standard

Fiduciary Duties

Proprietary Information

Information, graphics, or other property that belongs to a particular person or firm.

Chapter 4 Legal Responsibilities (overview of legal liabilities):

Administrative law

Barrier-free regulations

Breach of contract

Chapter 5 Where Do Designers Work:

Commercial interior design

Contract interior design

Independent design firm

On the boards

Residential interior design

Chapter 6, Project Compensation and Design Fees:

Cost Plus Percentage markup

Direct Personal Expense

Indirect job Costs

Percentage of Retail

Square-foot Method

Value-oriented

Chapter 11 Project Management Process:

Bar chart

Critical path method (CPM)

Gantt chart

Milestone chart

Programming

Project management

Punch list

Transmittal letter

Value engineering

Chapter 12 Contract Documents and Specifications:

Addenda

Base bid (actual bid)

Bid bond

Change orders

Closed specification

FF&E projects

Labor and materials payment bond

Open specification

Performance specification

Proprietary specification

Reference specification

Submittal

Chapter 15 Creating and Managing a Design Practice

Due Diligent

Letter of Intent

Empowerment

Autocratic Management Style

Democratic Management Style

Chapter 17:

Build-out allowance

Demising wall

Pro forma

Tenant work letter

Chapter 19 Business Legal Filings and Licenses

Doing business as (DBA)

Resale license

Trade name

Workers' compensation insurance

Chapter 20 Strategic Planning: Designing the Future

Benchmarking

Mission statement

Primary sources

Secondary sources

Strategic planning

SWOT analysis

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.

1.

2.

3.

4.

Contributory negligence

Copyright notice

Copyright notification

Chapter 23 Promotional Basics:

Co-op Advertising

Networking

Press Release

Promotional Tools

Testimonials

Chapter 27 Employee Management:

Agency relationship

Compensatory time

Gross margin

Incentive compensation

Noncompete agreement

Quid pro quo

Restrictive covenant

Straight salary

Chapter 28 Goals and Career Options.

Contract interior design

Facility planner

Goals

Personal goals

Professional goals

Chapter 30 On the Job

Career Strategies

First Impressions

Illegal Questions

Interview Style