

AMY E. CRUMPTON

ID 4663: PROFESSIONAL PRACTICES IN INTERIOR DESIGN

COURSE OVERVIEW

This class is taught during the semester before the students begin their internships. The class is designed to prepare students for the transition to the world of work. Text material is supplemented with residential and commercial case studies that reinforce the business concepts reviewed in the lectures. Students form teams to prepare comprehensive business plans for a new firm. The work includes mission and vision statements and progresses through analysis of competition from firms in their chosen local markets and typical first year budgets. Students also study personality styles through use of the Myers Briggs personality assessment.

COURSE DESCRIPTION AND OBJECTIVES

Professional opportunities as they relate to individual competencies. Study of studio procedures, ethics, business and legal aspects. Preparation of resume and portfolio presentation.

- Understand professional issues including:
 - understanding the context for interior design within the business community
 - professional design organizations
 - certification, licensing, and registration requirements
 - business processes (e.g. business law, finance, management, marketing, strategic planning, and accounting procedures)
 - business ethics and the role of ethics in the practice of interior design
- Understand project management practices including:
 - defining scope of services
 - estimating (for example, project costs, fees),
 - using contracts to define your relationship with the client
 - implementing effective project management techniques and processes
 - budget management, coordination (managing input from various members of the project team)
 - time management, scheduling, and contract administration, information management (collecting and disseminating relevant project information)
 - conflict resolution (facilitating solutions to conflicting objectives)
 - assessment processes (for example, post-occupancy evaluation, productivity, square-footage ratios, life cycle assessment)

PROJECT IMAGES



Mission

Green Inc. is a professional, multifunctional firm specializing in unique sustainable design solutions. Diverse experiences, ethical standards, and consistency enable Green Inc. to create functional and distinctive environments. We pride ourselves on exceptional quality and commitment, exceeding our clients' needs, and protecting our environment.

Table of Contents	
I. Executive Summary	3
II. Mission	4
III. Market Analysis	4-8
A. Market Demand Analysis	
B. Competition	
IV. Market Strategy	10-11
A. Functional Budget	
V. Services	10-17
A. Identification of Services	
B. Project Requirements	
C. Project Management Process	
D. Setting Fees for Services	
E. Methods of Addressing Concerns of Prospective Clients	
VI. Operations	18-22
A. Collections	
B. Licensing and Insurance	
C. Organizational Chart	
D. Marketing Promotional Results	
VII. Financial	23-24
A. Sources of Funding	
VIII. Appendices	25-30
A. Appendix 1	
B. Appendix 2	
C. Appendix 3	
D. Appendix 4	
E. Appendix 5	
F. Appendix 6	
G. Appendix 7	
H. Appendix 8	
I. Appendix 9	
J. Appendix 10	
K. Appendix 11	
L. Appendix 12	
M. Appendix 13	
N. Appendix 14	
O. Appendix 15	
P. Appendix 16	
Q. Appendix 17	
R. Appendix 18	
S. Appendix 19	
T. Appendix 20	
U. Appendix 21	
V. Appendix 22	
W. Appendix 23	
X. Appendix 24	
Y. Appendix 25	
Z. Appendix 26	
AA. Appendix 27	
AB. Appendix 28	
AC. Appendix 29	
AD. Appendix 30	
AE. Appendix 31	
AF. Appendix 32	
AG. Appendix 33	
AH. Appendix 34	
AI. Appendix 35	
AJ. Appendix 36	
AK. Appendix 37	
AL. Appendix 38	
AM. Appendix 39	
AN. Appendix 40	
AO. Appendix 41	
AP. Appendix 42	
AQ. Appendix 43	
AR. Appendix 44	
AS. Appendix 45	
AT. Appendix 46	
AU. Appendix 47	
AV. Appendix 48	
AW. Appendix 49	
AX. Appendix 50	
AY. Appendix 51	
AZ. Appendix 52	
BA. Appendix 53	
BB. Appendix 54	
BC. Appendix 55	
BD. Appendix 56	
BE. Appendix 57	
BF. Appendix 58	
BG. Appendix 59	
BH. Appendix 60	
BI. Appendix 61	
BJ. Appendix 62	
BK. Appendix 63	
BL. Appendix 64	
BM. Appendix 65	
BN. Appendix 66	
BO. Appendix 67	
BP. Appendix 68	
BQ. Appendix 69	
BR. Appendix 70	
BS. Appendix 71	
BT. Appendix 72	
BU. Appendix 73	
BV. Appendix 74	
BW. Appendix 75	
BX. Appendix 76	
BY. Appendix 77	
BZ. Appendix 78	
CA. Appendix 79	
CB. Appendix 80	
CC. Appendix 81	
CD. Appendix 82	
CE. Appendix 83	
CF. Appendix 84	
CG. Appendix 85	
CH. Appendix 86	
CI. Appendix 87	
CJ. Appendix 88	
CK. Appendix 89	
CL. Appendix 90	
CM. Appendix 91	
CN. Appendix 92	
CO. Appendix 93	
CP. Appendix 94	
CQ. Appendix 95	
CR. Appendix 96	
CS. Appendix 97	
CT. Appendix 98	
CU. Appendix 99	
CV. Appendix 100	
CW. Appendix 101	
CX. Appendix 102	
CY. Appendix 103	
CZ. Appendix 104	
DA. Appendix 105	
DB. Appendix 106	
DC. Appendix 107	
DD. Appendix 108	
DE. Appendix 109	
DF. Appendix 110	
DG. Appendix 111	
DH. Appendix 112	
DI. Appendix 113	
DJ. Appendix 114	
DK. Appendix 115	
DL. Appendix 116	
DM. Appendix 117	
DN. Appendix 118	
DO. Appendix 119	
DP. Appendix 120	
DQ. Appendix 121	
DR. Appendix 122	
DS. Appendix 123	
DT. Appendix 124	
DU. Appendix 125	
DV. Appendix 126	
DW. Appendix 127	
DX. Appendix 128	
DY. Appendix 129	
DZ. Appendix 130	
EA. Appendix 131	
EB. Appendix 132	
EC. Appendix 133	
ED. Appendix 134	
EE. Appendix 135	
EF. Appendix 136	
EG. Appendix 137	
EH. Appendix 138	
EI. Appendix 139	
EJ. Appendix 140	
EK. Appendix 141	
EL. Appendix 142	
EM. Appendix 143	
EN. Appendix 144	
EO. Appendix 145	
EP. Appendix 146	
EQ. Appendix 147	
ER. Appendix 148	
ES. Appendix 149	
ET. Appendix 150	
EU. Appendix 151	
EV. Appendix 152	
EW. Appendix 153	
EX. Appendix 154	
EY. Appendix 155	
EZ. Appendix 156	
FA. Appendix 157	
FB. Appendix 158	
FC. Appendix 159	
FD. Appendix 160	
FE. Appendix 161	
FF. Appendix 162	
FG. Appendix 163	
FH. Appendix 164	
FI. Appendix 165	
FJ. Appendix 166	
FK. Appendix 167	
FL. Appendix 168	
FM. Appendix 169	
FN. Appendix 170	
FO. Appendix 171	
FP. Appendix 172	
FQ. Appendix 173	
FR. Appendix 174	
FS. Appendix 175	
FT. Appendix 176	
FU. Appendix 177	
FV. Appendix 178	
FW. Appendix 179	
FX. Appendix 180	
FY. Appendix 181	
FZ. Appendix 182	
GA. Appendix 183	
GB. Appendix 184	
GC. Appendix 185	
GD. Appendix 186	
GE. Appendix 187	
GF. Appendix 188	
GG. Appendix 189	
GH. Appendix 190	
GI. Appendix 191	
GJ. Appendix 192	
GK. Appendix 193	
GL. Appendix 194	
GM. Appendix 195	
GN. Appendix 196	
GO. Appendix 197	
GP. Appendix 198	
GQ. Appendix 199	
GR. Appendix 200	
GS. Appendix 201	
GT. Appendix 202	
GU. Appendix 203	
GV. Appendix 204	
GW. Appendix 205	
GX. Appendix 206	
GY. Appendix 207	
GZ. Appendix 208	
HA. Appendix 209	
HB. Appendix 210	
HC. Appendix 211	
HD. Appendix 212	
HE. Appendix 213	
HF. Appendix 214	
HG. Appendix 215	
HH. Appendix 216	
HI. Appendix 217	
HJ. Appendix 218	
HK. Appendix 219	
HL. Appendix 220	
HM. Appendix 221	
HN. Appendix 222	
HO. Appendix 223	
HP. Appendix 224	
HQ. Appendix 225	
HR. Appendix 226	
HS. Appendix 227	
HT. Appendix 228	
HU. Appendix 229	
HV. Appendix 230	
HW. Appendix 231	
HX. Appendix 232	
HY. Appendix 233	
HZ. Appendix 234	
IA. Appendix 235	
IB. Appendix 236	
IC. Appendix 237	
ID. Appendix 238	
IE. Appendix 239	
IF. Appendix 240	
IG. Appendix 241	
IH. Appendix 242	
II. Appendix 243	
IJ. Appendix 244	
IK. Appendix 245	
IL. Appendix 246	
IM. Appendix 247	
IN. Appendix 248	
IO. Appendix 249	
IP. Appendix 250	
IQ. Appendix 251	
IR. Appendix 252	
IS. Appendix 253	
IT. Appendix 254	
IU. Appendix 255	
IV. Appendix 256	
IW. Appendix 257	
IX. Appendix 258	
IY. Appendix 259	
IZ. Appendix 260	
JA. Appendix 261	
JB. Appendix 262	
JC. Appendix 263	
JD. Appendix 264	
JE. Appendix 265	
JF. Appendix 266	
JG. Appendix 267	
JH. Appendix 268	
JI. Appendix 269	
JJ. Appendix 270	
JK. Appendix 271	
JL. Appendix 272	
JM. Appendix 273	
JN. Appendix 274	
JO. Appendix 275	
JP. Appendix 276	
JQ. Appendix 277	
JR. Appendix 278	
JS. Appendix 279	
JT. Appendix 280	
JU. Appendix 281	
JV. Appendix 282	
JW. Appendix 283	
JX. Appendix 284	
JY. Appendix 285	
JZ. Appendix 286	
KA. Appendix 287	
KB. Appendix 288	
KC. Appendix 289	
KD. Appendix 290	
KE. Appendix 291	
KF. Appendix 292	
KG. Appendix 293	
KH. Appendix 294	
KI. Appendix 295	
KJ. Appendix 296	
KK. Appendix 297	
KL. Appendix 298	
KM. Appendix 299	
KN. Appendix 300	
KO. Appendix 301	
KP. Appendix 302	
KQ. Appendix 303	
KR. Appendix 304	
KS. Appendix 305	
KT. Appendix 306	
KU. Appendix 307	
KV. Appendix 308	
KW. Appendix 309	
KX. Appendix 310	
KY. Appendix 311	
KZ. Appendix 312	
LA. Appendix 313	
LB. Appendix 314	
LC. Appendix 315	
LD. Appendix 316	
LE. Appendix 317	
LF. Appendix 318	
LG. Appendix 319	
LH. Appendix 320	
LI. Appendix 321	
LJ. Appendix 322	
LK. Appendix 323	
LL. Appendix 324	
LM. Appendix 325	
LN. Appendix 326	
LO. Appendix 327	
LP. Appendix 328	
LQ. Appendix 329	
LR. Appendix 330	
LS. Appendix 331	
LT. Appendix 332	
LU. Appendix 333	
LV. Appendix 334	
LW. Appendix 335	
LX. Appendix 336	
LY. Appendix 337	
LZ. Appendix 338	
MA. Appendix 339	
MB. Appendix 340	
MC. Appendix 341	
MD. Appendix 342	
ME. Appendix 343	
MF. Appendix 344	
MG. Appendix 345	
MH. Appendix 346	
MI. Appendix 347	
MJ. Appendix 348	
MK. Appendix 349	
ML. Appendix 350	
MN. Appendix 351	
MO. Appendix 352	
MP. Appendix 353	
MQ. Appendix 354	
MR. Appendix 355	
MS. Appendix 356	
MT. Appendix 357	
MU. Appendix 358	
MV. Appendix 359	
MW. Appendix 360	
MX. Appendix 361	
MY. Appendix 362	
MZ. Appendix 363	
NA. Appendix 364	
NB. Appendix 365	
NC. Appendix 366	
ND. Appendix 367	
NE. Appendix 368	
NF. Appendix 369	
NG. Appendix 370	
NH. Appendix 371	
NI. Appendix 372	
NJ. Appendix 373	
NK. Appendix 374	
NL. Appendix 375	
NM. Appendix 376	
NO. Appendix 377	
NP. Appendix 378	
NQ. Appendix 379	
NR. Appendix 380	
NS. Appendix 381	
NT. Appendix 382	
NU. Appendix 383	
NV. Appendix 384	
NW. Appendix 385	
NX. Appendix 386	
NY. Appendix 387	
NZ. Appendix 388	
OA. Appendix 389	
OB. Appendix 390	
OC. Appendix 391	
OD. Appendix 392	
OE. Appendix 393	
OF. Appendix 394	
OG. Appendix 395	
OH. Appendix 396	
OI. Appendix 397	
OJ. Appendix 398	
OK. Appendix 399	
OL. Appendix 400	
OM. Appendix 401	
ON. Appendix 402	
OO. Appendix 403	
OP. Appendix 404	
OQ. Appendix 405	
OR. Appendix 406	
OS. Appendix 407	
OT. Appendix 408	
OU. Appendix 409	
OV. Appendix 410	
OW. Appendix 411	
OX. Appendix 412	
OY. Appendix 413	
OZ. Appendix 414	
PA. Appendix 415	
PB. Appendix 416	
PC. Appendix 417	
PD. Appendix 418	
PE. Appendix 419	
PF. Appendix 420	
PG. Appendix 421	
PH. Appendix 422	
PI. Appendix 423	
PJ. Appendix 424	
PK. Appendix 425	
PL. Appendix 426	
PM. Appendix 427	
PN. Appendix 428	
PO. Appendix 429	
PP. Appendix 430	
PQ. Appendix 431	
PR. Appendix 432	
PS. Appendix 433	
PT. Appendix 434	
PU. Appendix 435	
PV. Appendix 436	
PW. Appendix 437	
PX. Appendix 438	
PY. Appendix 439	
PZ. Appendix 440	
QA. Appendix 441	
QB. Appendix 442	
QC. Appendix 443	
QD. Appendix 444	
QE. Appendix 445	
QF. Appendix 446	
QG. Appendix 447	
QH. Appendix 448	
QI. Appendix 449	
QJ. Appendix 450	
QK. Appendix 451	
QL. Appendix 452	
QM. Appendix 453	
QN. Appendix 454	
QO. Appendix 455	
QP. Appendix 456	
QQ. Appendix 457	
QR. Appendix 458	
QS. Appendix 459	
QT. Appendix 460	
QU. Appendix 461	
QV. Appendix 462	
QW. Appendix 463	
QX. Appendix 464	
QY. Appendix 465	
QZ. Appendix 466	
RA. Appendix 467	
RB. Appendix 468	
RC. Appendix 469	
RD. Appendix 470	
RE. Appendix 471	
RF. Appendix 472	
RG. Appendix 473	
RH. Appendix 474	
RI. Appendix 475	
RJ. Appendix 476	
RK. Appendix 477	
RL. Appendix 478	
RM. Appendix 479	
RN. Appendix 480	
RO. Appendix 481	
RP. Appendix 482	
RQ. Appendix 483	
RR. Appendix 484	
RS. Appendix 485	
RT. Appendix 486	
RU. Appendix 487	
RV. Appendix 488	
RW. Appendix 489	
RX. Appendix 490	
RY. Appendix 491	
RZ. Appendix 492	
SA. Appendix 493	
SB. Appendix 494	
SC. Appendix 495	
SD. Appendix 496	
SE. Appendix 497	
SF. Appendix 498	