

ADA Compliant – the Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. Examples include:

- Rearranging furniture such as tables, chairs, vending machines, and display racks.
- Widening doors.
- Eliminating high pile, low-density carpets.
- Facing a wall, surface or element (i.e., room scheduler) -- maximum reach height is 48 inches (1220 mm) and minimum low forward reach height is 15 inches (380 mm). Clear floor space 48 inches (1220 mm) deep and 30 inches (760 mm) wide.
- Protruding objects (i.e., displays/video walls) shall comply with 307. 307.2 Protrusion Limits. Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the circulation path.

AFF - Above Finished Floor

As-Built drawings - Also known as record drawings and red-line drawings, as-builts drawings are documents that allow a compare and contrast between the designed versus final specifications and provide a detailed blueprint of the building (rooms / floors) and the land around it as actually constructed in the end.

Autodesk Revit - a building information modeling software for architects, landscape architects, structural engineers, mechanical, electrical, and plumbing engineers, designers and contractors.

BOM – Bill of Materials – There are many different types, however most BOMs include the following elements: BOM level; the part

number, name, description, and quantity; cost; and the unit of measure. While the bill of materials includes components and parts, it may or may not include labor and/or service contracts.

Change Order (CO) - In project management, change orders are also called variations or variation orders. Any modification or change to works agreed in the contract is treated as a variation.

CTS-D –A Certified Technology Specialist-Design (CTS®-D) is an AV systems designer who assesses clients' needs, designs systems, and collaborates with other professionals to implement solutions that satisfy the clients' requirements.

Digital Experience Design (DXD) - a digital experience is an interaction between a user (customer, partner, or employee) and an organization that is possible only because of digital technologies; covers everything from a neat and clean user interface to the overall customer experience a user receives. The essential elements of digital experience design include — user interface (UI), user experience design (UXD), and customer experience (CX).

Endpoint - a remote computing device or media player, typically connected to display, video wall or projector that communicates back and forth with a network to which it is connected.

Fiduciary - Fiduciary relationships often concern money, but the word fiduciary does not, in and of itself, suggest financial matters. Rather, fiduciary applies to any situation in which one person justifiably places confidence and trust in someone else and seeks that person's help or advice in some matter. The most common fiduciary relationships involve legal or financial professionals who agree to act on behalf of their clients. For example, a lawyer and a client have a fiduciary relationship. So do a trustee and a beneficiary, a corporate board and its shareholders, and an agent acting for a principal.

GC – A general contractor, main contractor or prime contractor is responsible for the day-to-day oversight of a construction site, management of vendors and trades, and the communication of information to all involved parties throughout the course of a building project.

Managed Services - Managed services is the practice of outsourcing the responsibility for maintaining, and anticipating need for, a range of processes and functions, ostensibly for the purpose of improved operations and reduced budgetary expenditures through the reduction of directly-employed staff.

MSA – Master Services Agreement - a contract between two or more parties that establishes what terms and conditions will govern all current and future activities and responsibilities. MSAs are useful because they allow the parties to plan for the future while also speeding the ratification of future agreements.

PMO – A project management office is a group or department within a business, government agency, or enterprise that defines and maintains standards for project management within the organization. The PMO strives to standardize and introduce economies of repetition in the execution of projects.

Procedural Animation - a type of computer animation, used to automatically generate animation in real-time to allow for a more diverse series of actions than could otherwise be created using predefined animations.

RTA – A real-time analyzer (RTA) is a professional audio device that measures and displays the frequency spectrum of an audio signal; a spectrum analyzer that works in real time. An RTA can range from a small PDA-sized device to a rack-mounted hardware unit to software running on a laptop.

SOW – Scope of Work / Statement of Work - a document routinely employed in the field of project management. It is the narrative description of a project's work requirement. It defines project-specific activities, deliverables and timelines for a vendor providing services to the client.