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NCARB Project-Management Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> Project Execution: This section of the exam measures skills of architectural associates and covers the management of project execution through administrative procedures rather than design decisions. It addresses evaluating budgets, managing scope changes, preparing project documentation in line with delivery methods, and securing necessary approvals from relevant authorities.
Topic 2	<ul style="list-style-type: none"> Contracts: This section of the exam measures the skills of project managers and covers the analysis of contracts that govern the relationships between architects, owners, contractors, and consultants. It highlights verifying adherence to agreements, interpreting key contractual elements, and ensuring consultant work is properly integrated into the project.
Topic 3	<ul style="list-style-type: none"> Project Quality Control: This section of the exam measures skills of project managers and covers procedures for ensuring quality and maintaining the Standard of Care throughout the project. It focuses on applying regulatory requirements, reviewing documentation for quality, reducing risks and liabilities, and managing the design process to preserve its objectives
Topic 4	<ul style="list-style-type: none"> Resource Management: This section of the exam measures the skills of project managers and covers how to determine the right team composition and manage time allocation for successful project delivery. It focuses on evaluating criteria for assembling teams and ensuring resources are properly managed to execute the project within agreed terms.
Topic 5	<ul style="list-style-type: none"> Project Work Planning: This section of the exam measures the skills of architectural associates and covers the development and communication of an effective project work plan. It emphasizes maintaining schedules, setting clear criteria for work planning, and ensuring consistent communication with stakeholders, including owners, contractors, consultants, and internal staff.

NCARB ARE 5.0 Project Management (PjM) Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35

What is the architect's role in project closeout?

- A. Conduct all warranty repairs
- B. Manage post-occupancy maintenance
- C. Approve contractor payroll records
- D. Conduct final inspections and issue certificates of substantial completion**

Answer: D

Explanation:

During project closeout, the architect conducts final inspections, prepares punch lists, and issues certificates of substantial completion to mark the transition of responsibility. Payroll and maintenance are owner or contractor roles. Warranty repairs may involve the architect as a liaison but are typically contractor responsibilities. ARE 5.0 PjM includes closeout procedures in the construction administration phase.

NEW QUESTION # 36

During the CD phase, it is discovered that the owner's food service consultant made a mistake that results in the owner asking the architect to revise the design.

How should the architect proceed?

- A. Proceed to bidding and make changes in construction
- B. Issue a change order
- C. Submit an additional services request**

Answer: C

Explanation:

Comprehensive Detailed Explanation:

If the owner's food service consultant made an error and the architect is asked to revise the design to address it, that request falls outside the architect's basic services and is considered an Additional Service. Per AIA B101, the architect should submit a formal request for additional services, outlining the scope and cost of the requested changes.

References:

AIA B101 Article 4 - Additional Services

NCARB ARE 5.0 Handbook - Scope changes and managing consultant errors

NEW QUESTION # 37

Which document defines the architect's scope of services and responsibilities?

- A. Owner-Architect Agreement (B101)
- B. General Conditions (A201)
- C. Contractor's Bid Proposal
- D. Construction Documents

Answer: A

Explanation:

The Owner-Architect Agreement (AIA B101) is the primary contract outlining the architect's scope, deliverables, compensation, and responsibilities. It establishes the legal framework for services. General Conditions cover construction contract provisions; bid proposals are contractor documents; construction documents are design deliverables. ARE 5.0 PjM requires knowledge of these agreements to manage scope and responsibilities.

NEW QUESTION # 38

Near the end of a routine job site visit, the architect begins to assemble notes. The owner's representative then arrives on site unexpectedly. The architect, owner's representative, and contractor discuss and resolve several outstanding project issues. The architect begins writing correspondence to distribute to the project team when the architect returns to the office.

In addition to a Meeting Record, which of the following documents should the architect create?

- A. Action Item List
- B. Email Message
- C. Field Observation Report

Answer: A

Explanation:

In this scenario, after a job site visit and an impromptu discussion among the architect, owner's representative, and contractor resolving outstanding issues, the architect prepares to document these outcomes.

* Meeting Record: This is the formal documentation of what was discussed during the meeting or site visit, capturing key points, decisions, and general observations.

* Action Item List: This is a crucial document following such meetings, especially when specific tasks, responsibilities, or follow-up actions are assigned to project team members. It lists these action items clearly with responsible parties and deadlines, helping track progress and ensuring accountability.

* Field Observation Report: This report is primarily used to document the architect's observations related to construction quality, progress, and conformance with contract documents during site visits. It focuses on conditions observed, deficiencies, or clarifications needed, not on meeting discussions or issue resolutions.

* Email Message: While emails are often used for communication, they are less formal and do not replace structured project documentation like meeting records or action item lists.

Hence, alongside the Meeting Record, the architect should produce an Action Item List to clearly define and communicate the next steps agreed upon during the discussion.

References from ARE 5.0 Project Management (PjM) division:

- * Project communication protocols and documentation practices
- * Documentation of site visits and meeting outcomes (field reports vs. meeting records vs. action items)
- * Contract administration and project management guidelines emphasizing clarity in task delegation
- * NCARB ARE 5.0 exam prep materials covering communication and documentation during construction administration

NEW QUESTION # 39

Which of the following considerations would support the use of separate bid packages and a fast-track schedule?
Check the four that apply.

- A. ease of coordination
- B. cost
- C. schedule
- D. risk avoidance
- E. phased construction
- F. multiple prime contractors

Answer: B,C,E,F

Explanation:

Fast-track scheduling involves overlapping design and construction by issuing separate bid packages (e.g., site work, foundations, structure). This allows construction to begin before the entire design is complete.

- A). Cost: Fast-track can potentially reduce escalation and shorten time-related costs.
- B). Schedule: Primary benefit-saves time by overlapping design and construction phases.
- E). Phased construction: Necessary to allow portions of the work to begin early.
- F). Multiple prime contractors: Often used with fast-track and separate bid packages.

C and D are incorrect:

- C). Risk is typically increased in fast-track due to incomplete design during bidding.
- D). Coordination is more complex, not easier, in a fast-track/multi-package approach.

References:

NCARB ARE 5.0 Handbook - Project delivery methods

AIA A201 & AIA CMc contracts - Construction Manager as Constructor, fast-tracking provisions

NEW QUESTION # 40

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