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NCARB Project-Management Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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 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 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.

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NCARB ARE 5.0 Project Management (PjM) Exam Sample Questions (Q68-Q73):

NEW QUESTION # 68

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

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

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 # 69

An architecture firm is negotiating a contract with an owner for a \$2,000,000 project. The proposed architectural-only fee is 5% of the cost of construction through the end of the Construction Document Phase.

During the negotiations, the owner wants to apply for a building permit in 7 weeks without exceeding the original budget constraints.

The project staff currently consists of 2 people who have an hourly rate of \$100.

What is the minimum project staff required to meet the owner's new schedule?

- A. 0
- B. 1
- C. 2
- D. 3

Answer: B

Explanation:

Comprehensive Detailed Explanation:

Step 1: Fee available through CD phase:

$$\$2,000,000 \times 5\% = \$100,000$$

Step 2: Time constraint: 7 weeks

Hourly rate: \$100/person

Max hours affordable: $\$100,000 \div \$100 = 1,000$ hours

Step 3: Hours per person over 7 weeks:

Assume 40 hours/week # 1 person = 280 hours

X = number of people

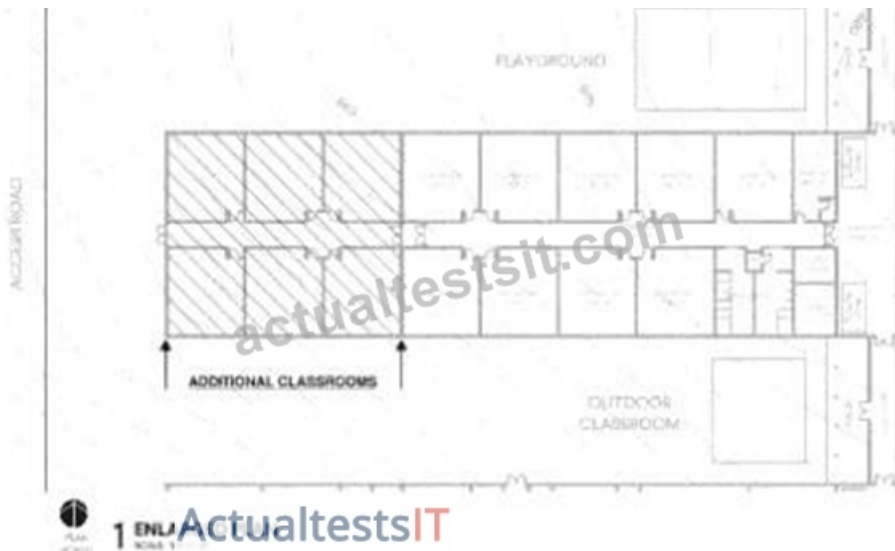
$$280 \times X = 1,000 \text{ hours} \# X = \sim 3.57 \# \text{ round up} \# 4 \text{ people}$$

References:

NCARB ARE 5.0 Handbook - Fee calculation, budgeting, and scheduling

Ballast ARE 5 Review Manual - Staff planning exercises

NEW QUESTION # 70



Refer to the exhibit

Twenty-five acres of undeveloped rural property was purchased for the site of a new elementary school. During the DD phase, the civil engineer and structural engineers make design proposals based on the information provided in the geotechnical report. The civil engineer indicates that several cubic yards of fill material should be installed within the proposed building footprint to make up for the change in topography (was uniformly). The structural engineer indicates a footing depth of 24 inches for the entire facility. During the CD phase, the owner asks the architect to add classrooms to one wing. The civil engineer proposes that extra fill should not be installed beneath the additional classrooms.

Which of the following should the architect do before completion of CDs? Check the three that apply.

- A. Increase the footing depth beneath the new classrooms
- B. Update the estimate of the cost of work
- C. Request an updated geotechnical evaluation
- D. Notify the structural engineer of the civil engineer's recommendation
- E. Schedule a quality assurance meeting with the project team
- F. Add general notes about structural bearing to the drawings

Answer: B,C,D

Explanation:

A). Update the estimate of the cost of work

Adding classrooms affects scope and site preparation (e.g., fill material, grading, foundations), which affects cost. Per AIA B101 §6.3, architects must update the estimate of the cost of the work as the design evolves.

C). Request an updated geotechnical evaluation

The original geotech report didn't account for this building extension. Without fill under the new addition, soil bearing capacity must be reassessed to avoid differential settlement or structural failure. This is a standard risk mitigation strategy.

D). Notify the structural engineer of the civil engineer's recommendation

The structural engineer must know that the site prep differs under the added classrooms, as this could affect foundation design. Coordination among consultants is a core architectural responsibility (per B101 §3.1.2).

#Incorrect Options:

B). Schedule a quality assurance meeting with the project team

While helpful, it's not critical or required specifically in this context before CDs are completed.

E). Increase the footing depth beneath the new classrooms

The architect should not unilaterally change structural design decisions. That's the structural engineer's responsibility, and any change should be based on engineering analysis and revised soil data.

F). Add general notes about structural bearing to the drawings

Premature. The structural engineer should first review the new geotechnical findings before any notes are added.

References:

AIA B101 - Article 3.1 & 3.2 (Architect's coordination & design responsibilities) NCARB ARE 5.0 Handbook - PjM Content Area 1: Project Coordination Geotechnical coordination practices, CSI Spec Guidelines

NEW QUESTION # 71

Construction of a gymnasium is scheduled to be complete 365 days from the date of the notice to proceed. On Friday, day 355 of the schedule, the contractor submits a punch list to the architect for substantial completion.

The architect agrees to review the punch list on-site after the weekend.

On Monday, the architect discovers that a subcontractor left open a skylight over the weekend, allowing heavy rain to fall into the courtyard area and damage the gymnasium floor. It was determined the flooring must be replaced. The lead time for new flooring is 8-10 weeks, and installation will take 14 days. The architect's agreement with the owner is contracted to end 30 days after substantial completion.

Which of the following documents must the architect prepare immediately? Check the two that apply.

- A. A revised schedule for owner approval
- B. An invoice for additional services for owner payment
- C. A punch list for areas not damaged for contractor approval
- D. A notice to the contractor for withholding final payment
- E. A change order to purchase new flooring
- F. A request for liquidated damages for contractor review

Answer: C,E

Explanation:

The punch list is valid only for work deemed substantially complete. Since the floor is damaged, substantial completion cannot yet be certified, but the architect can and should prepare a punch list for other non-affected areas. Meanwhile, the replacement flooring constitutes a change in scope, requiring a change order. The contractor, being responsible for the damage, will need to correct the work per the General Conditions (A201).

Incorrect choices:

- A). The contractor revises the schedule, not the architect.
- B). The owner assesses liquidated damages, not the architect directly.
- C). No additional services have been performed yet.
- E). Final payment withholding applies after project closeout, not now.

References:

AIA A201-2017 §§ 9.8-9.10

AIA B101-2017 §§ 3.6.2 & 4.2.3

NCARB ARE 5.0 Handbook - Construction Phase Services

NEW QUESTION # 72

The construction documents for a new multi-tenant office building are 90% complete. The owner requests that the bid documents include the rough-in of security camera locations and access control points for the building.

Which changes should the architect consider? Check the three that apply.

- A. Documenting the security system on the building permit application
- B. Revising the Construction Manager services for the expanded scope
- C. Lengthening the scheduled bidding time frame due to additional work
- D. Revising the Design Fee agreement for additional services
- E. Adjusting the Project schedule for delivery of documents and bidding
- F. Revising the consultant services agreement for a change in scope

Answer: D,E,F

Explanation:

Comprehensive Detailed Explanation:

Since the documents are nearly complete, integrating new scope such as security systems can affect both the schedule and the fee. The architect should adjust the delivery timeline to accommodate new coordination, drawings, or revisions (A). Additional services require revising the design agreement (C). If a security consultant or electrical engineer is involved, their scope must also be amended (D).

Option E (building permit application) is premature unless security is a life safety requirement. Option F (revising CM services) is outside the architect's direct responsibility.

References:

NCARB ARE 5.0 Handbook - Contract modifications and consultant coordination AIA B101 - Additional Services AIA C401 - Consultant Agreement

NEW QUESTION # 73

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