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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">• 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.
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"> • 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.

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NCARB ARE 5.0 Project Management (PjM) Exam Sample Questions (Q10-Q15):

NEW QUESTION # 10

What is the best method for an architect to reduce liability related to unknown site conditions?

- A. Ignore unforeseen conditions unless notified by the contractor
- B. Assume full responsibility for site conditions
- C. Use the same geotechnical report for multiple projects
- **D. Clearly define the scope of services and responsibilities in contracts**

Answer: D

Explanation:

The architect reduces liability by clearly defining scope, responsibilities, and exclusions in contracts, particularly regarding site conditions. Site investigations and geotechnical reports are typically the owner's responsibility. The architect should not assume unknown conditions or ignore notifications. Using outdated or non-specific reports is risky. ARE 5.0 PjM addresses risk management, scope clarity, and contract administration to mitigate liability.

NEW QUESTION # 11

What type of contract involves payment based on actual costs plus a fee?

- A. Time and Materials Contract
- **B. Cost-Plus Contract**
- C. Unit Price Contract
- D. Lump Sum Contract

Answer: B

Explanation:

Cost-Plus Contracts reimburse the contractor for actual costs plus an agreed fee or percentage. This contract type shifts some risk to the owner but allows flexibility for uncertain scopes. Lump sum contracts are fixed price; unit price contracts pay per unit; time and materials pay based on labor and material costs but usually with a cap. ARE 5.0 PjM covers contract types and their implications.

NEW QUESTION # 12

What is the architect's primary responsibility when responding to a contractor's Request for Information (RFI) during construction?

- A. Revising the contract to include additional services
- B. Issuing a change order immediately
- C. Inspecting the contractor's work for quality
- **D. Providing a clear and timely clarification to avoid delays**

Answer: D

Explanation:

An RFI is a formal request from the contractor for clarification regarding the contract documents during construction. The architect's primary responsibility is to respond clearly and promptly to avoid project delays and confusion. The architect reviews the question, interprets the design intent, and provides necessary clarifications or directs the contractor accordingly. While an RFI can lead to change orders, issuing them is a separate process involving owner approval. The architect's role focuses on maintaining project momentum and communication flow. This aligns with the ARE 5.0 PjM emphasis on construction phase communication, contractor coordination, and proper documentation of clarifications as part of contract administration.

NEW QUESTION # 13

After redesigning an existing restaurant, the architect submits the plans to the county for building permit review. During the Zoning Review, the county requests the architect submit a site plan for review and approval. After researching the county's records, the architect discovers a 40-year-old approved site plan that is stamped, "Approval is based on the site plan and usage as indicated. Any interior partitioning of the original building will be subject to review and approval by the county." How should the architect proceed?

- A. Submit the county's historical drawing that references the approved site plan
- **B. Require the client to contract with a civil engineer to update the site plan**
- C. Hire a consultant civil engineer to develop an updated site plan

Answer: B

Explanation:

It is the architect's responsibility to inform the client that an updated site plan is required for zoning compliance. However, preparing the site plan is typically the scope of a civil engineer. Therefore, the architect should require the client to hire a civil engineer to prepare and update the site plan.

Architects are responsible for coordination but not directly preparing civil site plans unless within their licensure and scope.

This aligns with standard architectural services and professional boundaries.

Reference: AIA B101 Owner-Architect Agreement - Article 3: Scope of Architect's Basic Services NCARB ARE 5.0 Handbook - PjM Content Area 1: Resource Management

NEW QUESTION # 14

Subsequent to the preparation of construction documents, prior to permitting, the enactment of codes or laws requires changes to the project.

Which of the following should occur?

- A. The owner should seek compensation from the governing body.
- B. The architect should seek compensation from the governing body.
- **C. The architect should be compensated for the changes as an additional service.**
- D. The architect should seek no compensation.

Answer: C

Explanation:

According to AIA B101, Section 4.2 (Additional Services), changes required by the enactment or revision of codes, laws, or regulations after the preparation of construction documents are considered Additional Services. The architect is entitled to additional compensation for the time and work required to revise the documents accordingly.

References:

AIA B101 - Article 4.2.3

