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NCARB Project-Management Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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

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Comprehensive Review for the Project-Management Exams Questions

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NCARB ARE 5.0 Project Management (PjM) Exam Sample Questions (Q60-Q65):

NEW QUESTION # 60

According to ATA Document C401, Architect-Consultant Agreement, clearances and tolerances required by the mechanical work relative to the structural system are coordinated through which one of the following parties?

- **A. Architect**
- B. Contractor
- C. Mechanical engineer
- D. Structural engineer

Answer: A

Explanation:

According to the ATA Document C401, Architect-Consultant Agreement, the architect is responsible for coordinating clearances and tolerances required by mechanical work relative to the structural system. This means that the architect acts as the central coordinator among consultants, ensuring that mechanical systems fit properly within the structural framework without conflicts. The architect reviews mechanical engineer's drawings and requirements for clearances and tolerances and communicates these needs to the structural engineer or contractor as necessary. This coordination helps prevent conflicts during construction and ensures the project integrates all disciplines smoothly.

This responsibility falls on the architect because the architect oversees the entire project design and facilitates coordination among all consultants. Neither the structural engineer nor the mechanical engineer alone manages this coordination, and the contractor typically implements the work rather than designs or coordinates these specific technical clearances.

References from ARE 5.0 Project Management (PjM) division:

- * ATA Document C401 Architect-Consultant Agreement overview - roles and responsibilities section
- * Coordination and communication tasks assigned to the architect in multi-disciplinary projects
- * Project Management guidelines emphasizing the architect's role in consultant coordination

NEW QUESTION # 61

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

Answer: B,F

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 # 62

The management of architectural projects by a project manager consists of which responsibilities? Check the four that apply.

- **A. Facilitating the work**
- B. Producing construction documents
- **C. Monitoring progress**
- **D. Concluding the project**
- E. Providing liability insurance
- **F. Planning, organizing, and staffing the project**

Answer: A,C,D,F

Explanation:

The project manager's role in architectural projects is centered on overseeing and guiding the project from inception through completion. The key responsibilities include:

* Planning, organizing, and staffing the project (B): The project manager is responsible for organizing the project team, assigning roles, and ensuring that the project is staffed with the appropriate personnel.

* Facilitating the work (D): This involves coordinating communication, resolving conflicts, and ensuring smooth collaboration among team members and consultants.

* Monitoring progress (E): The project manager tracks project milestones, schedules, budgets, and quality control to ensure the project stays on track.

* Concluding the project (F): This includes finalizing all project documentation, conducting closeout meetings, and ensuring all contractual obligations have been met.

Responsibilities not typically part of the project manager's role:

* Producing construction documents (A): This is the responsibility of the design team (architects, drafters, and consultants), not the project manager per se.

* Providing liability insurance (C): This is an administrative or firm responsibility, not a direct function of the project manager managing the project.

References from ARE 5.0 Project Management (PjM) division:

- * Roles and responsibilities of the project manager in architectural projects
- * Project management principles: planning, organizing, staffing, monitoring, and closing projects
- * NCARB ARE 5.0 PjM study materials discussing project manager duties and scope
- * AIA contract and management guidelines emphasizing project management functions

NEW QUESTION # 63

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

Answer: B

Explanation:

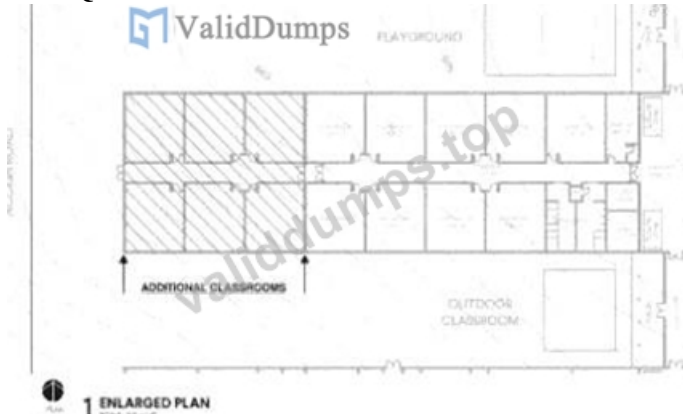
According to AIA B101, Section 4.2 (Additional Services), changes required by the enactment or revision of codes, laws, or regulations after the preparation of construction documents are considered Additional Services. The architect is entitled to additional compensation for the time and work required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

References:

AIA B101 - Article 4.2.3

NCARB ARE 5.0 Handbook - Architect's services and contractual responsibilities

NEW QUESTION # 64



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

Answer: B,C,E

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

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

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