

## Section 1 - Project and Construction Management

85 scored items & 15 [pretest](#) items consisting of [multiple-choice](#) and [multiple-response](#) questions; 3 hours seat time, 2 ½ hours for exam

Pre-Project Management: 10%	Project Management: 30%	Bidding: 20%	Construction: 30%	Maintenance: 10%
<ul style="list-style-type: none"> <li>• Select Project Team</li> <li>• Develop Contract</li> <li>• Negotiate Contract</li> <li>• Prepare RFPs or RFQs</li> <li>• Determine Project Scope, Schedule, and Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Project Team</li> <li>• Manage Project Scope, Schedule, and Budget</li> <li>• Determine Common Goals and Objectives</li> <li>• Establish Quality Control Procedures and Conduct Quality Control Review</li> <li>• Facilitate Meetings Coordinate Work of/with Other Disciplines Document Design Decisions and Project Communication</li> <li>• Execute Records Retention Policy</li> <li>• Facilitate Client Review and Coordination</li> <li>• Obtain Permits</li> <li>• Prepare Cost Estimates</li> <li>• Prepare Project Deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• Develop Bidding Criteria</li> <li>• Prepare and Issue Addenda</li> <li>• Facilitate Meetings</li> <li>• Evaluate Bids and Make Recommendations</li> <li>• Identify Delivery Methods</li> <li>• Evaluate Contractor Qualifications</li> <li>• Assist with Construction Contract Execution and Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to RFIs</li> <li>• Coordinate with Contractors</li> <li>• Facilitate Pre-Construction Meeting</li> <li>• Document Pre-Construction Existing Conditions</li> <li>• Review Submittals</li> <li>• Prepare Change Orders</li> <li>• Conduct and Document Construction-related Actions</li> <li>• Prepare Drawing Revisions or Clarification Sketches</li> <li>• Review and Certify Applications for Payment</li> <li>• Attend Substantial Completion (practical completion) Walkthrough and Prepare Punch List (deficiency list)</li> <li>• Attend Final Completion Walkthrough</li> <li>• Prepare As-Built (record) Drawings</li> <li>• Conduct Warranty Review</li> <li>• Conduct Project Close-out</li> <li>• Collect and Analyze Performance Metrics</li> </ul>	<ul style="list-style-type: none"> <li>• Estimate Maintenance and Management Costs</li> <li>• Prepare Maintenance and Operation Manual</li> <li>• Review Maintenance Services</li> <li>• Prepare Management Plan</li> </ul>

Source: <http://www.clarb.org/docs/default-source/take-the-exam/lareorientationguide.pdf?sfvrsn=14>