Experience Areas

The AXP includes **96 tasks** that are typically performed in **six experience areas**. These tasks were established by the *2012 Practice Analysis of Architecture* as the key items a licensure candidate should be capable of performing in order to practice architecture independently. You should use the AXP as a tool to help you gain the necessary experience to prepare you for the profession and beyond.

Six Experience Areas

RPI STUDENTS: To apply to the ARCH you must :

1. **Review**: this document with your advisor.
2. **Decide:** if you will register with NCARB
3. **Determine:** with your employer which criteria you plan to fulfill during your Internship , Co-op or Civic engagement.

   NOTE : We encourage you to review the entire document as there are other means to fulfilling the credits in category O
   https://www.ncarb.org/sites/default/files/AXP-Guidelines.pdf

Practice Management

Practice Management is where you'll gain experience running an architecture firm—including the ins and outs of managing a business, marketing your firm, securing projects, working with clients, and sustaining a positive and professional work environment.

Practice Management Tasks

Upon completing the AXP, you should be able to competently perform the following tasks:

- Adhere to ethical standards and codes of professional conduct
- Develop professional and leadership skills within firm
- Comply with laws and regulations governing the practice of architecture
- Prepare proposals for services in response to client requirements
- Prepare final procurement and contract documents
- Participate in community activities that may provide opportunities or design of facilities that reflect community needs
- Understand implications of project delivery technologies
- Develop procedures for responding to contractor requests (Requests for Information)
- Participate in professional development activities that offer exchanges with other design professionals

- Prepare marketing documents that accurately communicate firm's experience and capabilities
- Understand implications of policies and procedures to ensure supervision of design work by architect in responsible charge/control
- Establish procedures for documenting project decisions
- Maintain positive work environment within firm that facilitates cooperation, teamwork, and staff morale
- Develop procedures for responding to changes in project scope
- Develop and maintain effective and productive relationships with clients
- Establish procedures to process documentation during contract administration

Project Management

In Project Management, you'll learn how to deliver projects that meet your contractual requirements, so you'll be prepared to budget, coordinate, oversee, and execute a project.

Project Management Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

- ❑ Participate in pre-construction, pre-installation, and regular progress meetings with design team
- ❑ Determine design fee budget
- ❑ Coordinate design work of consultants
- ❑ Collaborate with stakeholders during design process to maintain design intent and comply with owner specifications
- ❑ Determine project schedule
- ❑ Coordinate design work of in-house team members
- ❑ Understand implications of project delivery methods
- ❑ Prepare Architect-Consultant Agreement
- ❑ Prepare written communications related to design ideas, project documentation, and contracts
- ❑ Assist client in determining delivery method for construction of project

- ❑ Maintain compliance with established milestones
- ❑ Prepare Owner-Architect Agreement
- ❑ Assist Owner in obtaining necessary permits and approvals
- ❑ Perform constructability review to determine buildability, bid ability, and construction sequencing of proposed project
- ❑ Conduct periodic progress meetings with design and project team
- ❑ Establish methods for Architect-Client communication based on project scope of work
- ❑ Identify changes in project scope that require additional services
- ❑ Manage modifications to the construction contract
- ❑ Manage information exchange during construction
- ❑ Perform constructability reviews throughout the design process

- ❑ Perform quality control reviews throughout the documentation process
- ❑ Define roles and responsibilities of team members
- ❑ Determine scope of services
- ❑ Manage project-specific bidding process
- ❑ Monitor performance of design team consultants
- ❑ Evaluate appropriateness of building information modeling (BIM) for proposed project
- ❑ Present design concept to stakeholders
- ❑ Submit schedule of Architect's services to Owner for each phase
- ❑ Resolve conflicts that may arise during design and construction process
- ❑ Prepare staffing plan to meet project goals
- ❑ Manage implementation of sustainability criteria
- ❑ Assist client in selecting contractors

Programming & Analysis

Programming & Analysis is the first phase of a project, often referred to as pre-design. You'll experience tasks related to researching and evaluating client requirements, building code and zoning regulations, and site data to develop recommendations on the feasibility of a project.

Programming & Analysis Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

- ❏ Determine impact of applicable zoning and development ordinances to determine project constraints
- ❏ Gather information about community concerns and issues that may impact proposed project
- ❏ Analyze existing site conditions to determine impact on facility layout
- ❏ Evaluate results of feasibility studies to determine project's financial viability
- ❏ Determine impact of environmental, zoning, and other regulations on site
- ❏ Establish sustainability goals affecting building performance
- ❏ Prepare diagrams illustrating spatial relationships and functional adjacencies
- ❏ Establish project design goals
- ❏ Prepare site analysis diagrams to document existing conditions, features, infrastructure, and regulatory requirements

- ❏ Consider recommendations from geotechnical studies when establishing design parameters
- ❏ Assist owner in preparing building program including list of spaces and their characteristics
- ❏ Develop conceptual budget
- ❏ Gather information about client's vision, goals, budget, and schedule to validate project scope and program
- ❏ Evaluate opportunities and constraints of alternative sites
- ❏ Assess environmental impact to formulate design decisions
- ❏ Determine impact of existing transportation infrastructure on site
- ❏ Consider results of environmental studies when developing site alternatives
- ❏ Review legal documents related to site to determine project constraints

Project Planning & Design

Project Planning & Design covers the schematic design phase of a project. You'll learn to layout the building design, review building codes and regulations, coordinate schematics with consultants, and communicate design concepts with your client.

Project Planning & Design Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

- ❑ Perform building code analysis
- ❑ Develop sustainability goals based on existing environmental conditions
- ❑ Prepare code analysis documentation
- ❑ Define requirements for site survey based on established project scope
- ❑ Select materials, finishes, and systems based on technical properties and aesthetic requirements
- ❑ Determine design parameters for building engineering systems
- ❑ Prepare design alternatives for client review
- ❑ Present design ideas to client orally
- ❑ Oversee design integration of building components and systems
- ❑ Evaluate results of feasibility studies to determine project's technical viability
- ❑ Review local, state, and federal codes for changes that may impact design and construction
- ❑ Prepare Cost of Work estimates
- ❑ Determine impact of existing utilities infrastructure on site
- ❑ Apply principles of historic preservation for projects involving building restoration or renovation
- ❑ Understand implications of evolving sustainable design strategies and technologies
- ❑ Design landscape elements for site
- ❑ Develop mitigation options to address adverse site conditions

Project Development & Documentation

In Project Development & Documentation, you'll gain experience with projects after the schematic design has been approved—focusing on construction documents and coordinating with regulatory authorities to gain the necessary approvals for construction.

Project Development & Documentation Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

❑ Communicate design ideas to the client graphically

❑ Prepare submittals for regulatory approval

❑ Communicate design ideas to client with two-dimensional (2-D) computer aided design software

❑ Select furniture, fixtures, and equipment that meet client's design requirements and needs

❑ Communicate design ideas to the client using hand drawings

❑ Communicate design ideas to client with three-dimensional (3-D) computer aided design software

❑ Update Cost of Work estimates

Construction & Evaluation

In Construction & Evaluation, you'll get involved with the construction administration and post-construction phases of a project—this includes being out on the job site; meeting with contractors, clients, and building officials; and punching lists, leading to the completion of your project.

Construction & Evaluation Tasks

Upon finishing the AXP, you should be able to competently perform the following tasks:

- ❑ Review shop drawings and submittals during construction for conformance with design intent
- ❑ Respond to Contractor Requests for Information
- ❑ Complete field reports to document field observations from construction site visit
- ❑ Review results from field reports, third-party inspections, and other test results for conformance with contract documents
- ❑ Review Application and Certificate for Payment
- ❑ Manage project close-out procedures and documentation