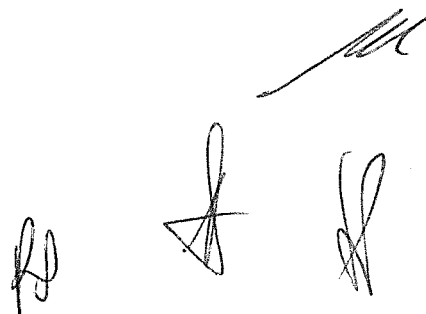


PROVA 5

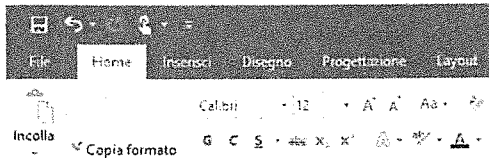
- a) Il libretto delle misure e il registro di contabilità: cosa sono e chi li redige?
- b) L'accordo bonario e la transazione
- c) Quali sono le competenze del Senato Accademico?
- d) Che differenza c'è tra il campo "cc" e il campo "ccn" nella posta elettronica?
- e) Leggere e tradurre il seguente testo:

Project management leaders are often asked a common question: what is the importance of project documentation and how can I ensure I'm performing the function right. There's no doubt that project documentation is a vital part of Project management training. The essential two functions of documentation substantiate it: to make sure that project requirements are fulfilled and to establish traceability concerning what has been done, who has done it, and when it has been done.

The image shows four handwritten signatures in black ink. The signatures are stylized and appear to be initials or names. They are arranged in a roughly horizontal line, with the largest signature on the right and three smaller ones to its left.

PROVA 2

- a) La verifica delle offerte anomale per le opere pubbliche.
- b) Il collaudo delle opere pubbliche
- c) Quali sono le principali funzioni del senato accademico?
- d) Con quali di questi comandi si possono cambiare il colore di un testo e quello di un paragrafo in word?



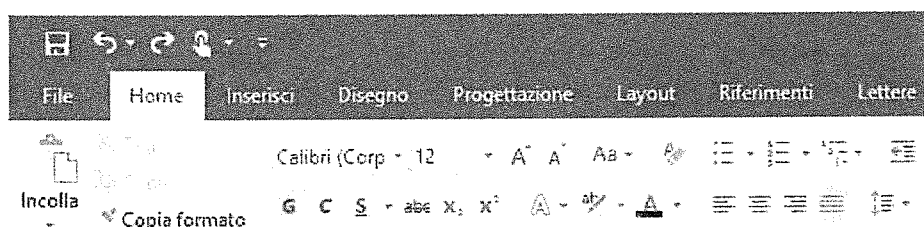
- e) Leggere e tradurre il seguente testo:

Companies and governments should try to include sustainability in their strategies to successfully tackle one the greatest current challenges. In the authors' opinion, projects and project management are contributing aspects in this respect if they integrate sustainability. The most widely-accepted definition of project management was proposed by the Project Management Institute (2008) and it refers to applying knowledge, skills, tools and techniques to project activities to meet the project requirements.

Handwritten signatures:
A large signature at the top right.
Below it, three smaller signatures: "Rp", a stylized signature, and another stylized signature.

PROVA 7

- a) La conferenza dei servizi per l'approvazione dei progetti di opere pubbliche
- b) Il collaudo statico
- c) A chi compete la nomina dei dirigenti e dei responsabili di unità organizzativa in Ateneo?
- d) Con quale di questi comandi si possono creare apici e pedici?

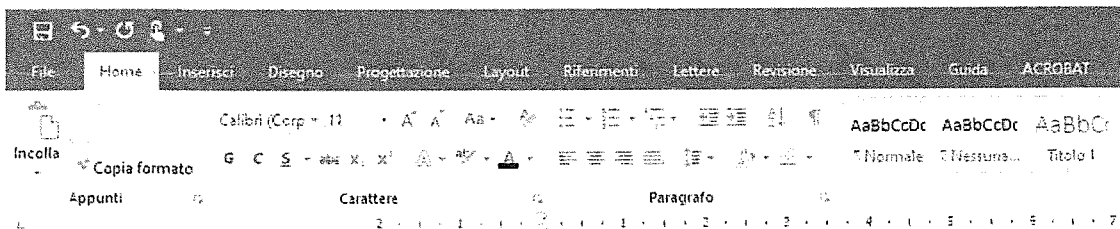


- e) Leggere e tradurre il seguente testo:

Contracting authorities shall treat economic operators equally and without discrimination and shall act in a transparent and proportionate manner. The design of the procurement shall not be made with the intention of excluding it from the scope of this Directive or of artificially narrowing competition. Competition shall be considered to be artificially narrowed where the design of the procurement is made with the intention of unduly favouring or disadvantaging certain economic operators.

PROVA 8

- a) Che cosa è il documento di indirizzo alla progettazione?
- b) Che cosa è il DUVRI? Quando va redatto?
- c) I dipendenti delle pubbliche amministrazioni possono svolgere attività professionale?
- d) Con quale dei seguenti comandi posso inserire o modificare i bordi di una tabella?



Leggere e tradurre il seguente testo:

Before launching a procurement procedure, contracting authorities may conduct market consultations with a view to preparing the procurement and informing economic operators of their procurement plans and requirements. For this purpose, contracting authorities may for example seek or accept advice from independent experts or authorities or from market participants.

RF

Handwritten signature and initials, including the letters 'RF' and a stylized signature.

PROVA 4

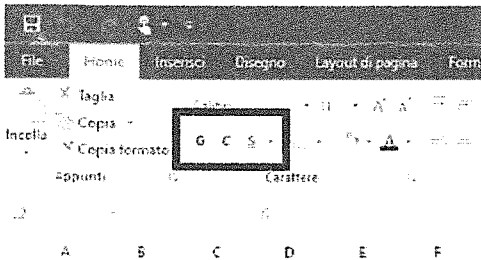
- a) I principali compiti del responsabile unico del procedimento in fase di esecuzione
- b) Il piano di manutenzione dell'opera.
- c) Quali sono gli organi di governo dell'Ateneo?
- d) A cosa serve il comando "copia formato" in excel e word?
- e) Leggere e tradurre il seguente testo:

The purpose of the kickoff meeting is to formally announce the start of the project and to ensure everyone is familiar with its details, with the resources used, the scope and people working on it. The meeting is held to calibrate everyone's understanding and expectations of the project's deliverables. A kickoff meeting should be held before the completion of the Develop Project Management Plan and before initiation of project execution.

Handwritten signatures and initials in black ink, including the letters 'RF' and several stylized signatures.

PROVA 9

- a) Le riserve dell'appaltatore in fase esecutiva negli appalti di lavori pubblici.
- b) Quali sono i compiti del coordinatore per la sicurezza in fase di esecuzione? Da chi è nominato negli appalti pubblici?
- c) Quale organo accerta la responsabilità erariale dei dipendenti pubblici?
- d) A cosa servono i comandi nel riquadro rosso?



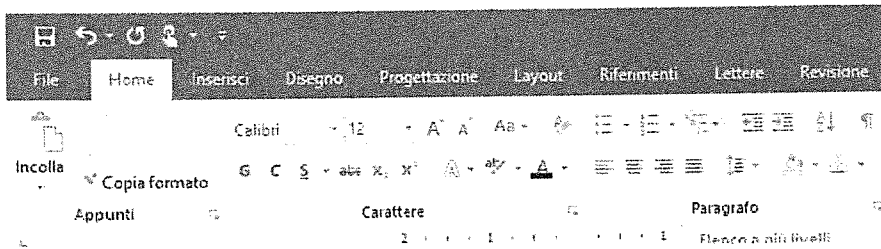
- e) Leggere e tradurre il seguente testo:

The contract is the core of a project because it defines roles and responsibilities of the parties, financial relationships and rules for project execution. But, overall, human resources are key factors to implement and manage the contract: operational personnel have to execute the project while the management staff has to make decisions, plan and schedule, monitor performance, communicate and circulate reports, direct, and control the project

Four handwritten signatures in black ink are located at the bottom right of the page. The signatures are stylized and appear to be written in a cursive or semi-cursive script. They are arranged in two rows: two in the top row and two in the bottom row.

PROVA 6

- a) Le modifiche al contratto ai sensi dell'art. 106 del codice dei contratti
- b) Che cosa è l'ANAC? Quale attività svolge con riferimento ai contratti pubblici?
- c) Chi approva l'organizzazione amministrativa dell'Ateneo e chi la propone?
- d) Quale comando si deve usare per visualizzare le tabulazioni in un file word?



- e) Leggere e tradurre il seguente testo:

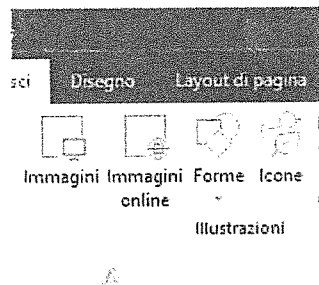
Construction managers are responsible for the practical management and planning of every stage of a construction project. They ensure building projects are completed safely, within budget and on time. As a construction manager, you'd oversee schedules of work and delegate tasks to your team to ensure that each phase of a build goes to plan.

RD



PROVA 3


- a) I principali compiti del responsabile unico del procedimento in fase di affidamento dei lavori.
- b) Come si può definire un progetto secondo gli standard di project management?
- c) Che cosa sono i dipartimenti?
- d) A cosa servono i comandi sottostanti di excel?





- e) Leggere e tradurre il seguente testo:

Formal approval is the process where a signature is taken from the management, the sponsor, the project team, and other key stakeholders in the project management plan. A project management plan is a formal document that defines how a project will be managed, executed, and controlled. It includes a project completion date, milestones, costs, etc..

AP

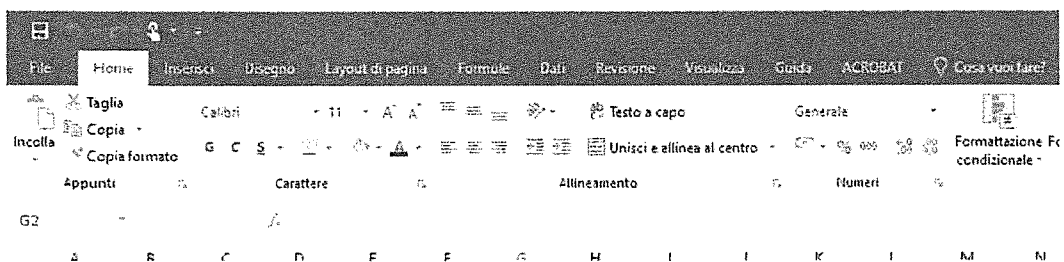






PROVA 1

- a) Il progetto definitivo.
- b) I controlli di accettazione dei materiali strutturali in cantiere.
- c) Chi convoca e presiede il Senato Accademico e il Consiglio di Amministrazione in Ateneo?
- d) In ms-excel con quale dei seguenti comandi posso aumentare/diminuire le cifre decimali visualizzate nelle celle?



- e) Leggere e tradurre il seguente testo:

Transforming strategic sustainability objectives into specific actions for projects is a complicated process. Multi-dimensional perspectives of sustainability such as economics, social and environmental aspects, combined with a lack of structured methods and information at different hierarchical levels, only emphasise the problem. In addition, sustainability seems at first to be counter to traditional project management in which almost all aspects are superimposed on the investment's economic profitability.

Pf

★

2

Handwritten signature