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ACMP Global CCMP Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> Execute, Manage, and Monitor Implementation of the Change Management Plan: This section measures skills of Change Managers and Program Leads and focuses on executing all elements of the change management plan. It covers implementing resource allocation, communication, sponsorship, stakeholder engagement, learning, measurement, benefits realization, sustainability, and adjusting the plan as needed to achieve desired outcomes.
Topic 2	<ul style="list-style-type: none"> Formulate the Change Management Strategy: This section measures skills of Change Managers and Program Leads and focuses on developing a comprehensive change management strategy. It includes creating strategies for resources, communication, sponsorship, stakeholder engagement, impact assessment, learning, measurement, benefit realization, and sustainability to align with organizational objectives.
Topic 3	<ul style="list-style-type: none"> Develop and Gain Approval for the Comprehensive Change Management Plan: This section assesses skills of Change Managers and Project Managers and covers preparing detailed plans for all aspects of change management, including resources, communication, sponsorship, stakeholder engagement, learning, measurement, sustainability, and integration with project management. It also includes obtaining approval and establishing feedback mechanisms.
Topic 4	<ul style="list-style-type: none"> Ethics: This section measures skills of Change Managers and Compliance Officers and focuses on demonstrating ethical behavior in change management. It covers promoting honesty, responsibility, fairness, respect, and advancing the discipline, while supporting practitioners within the change management community.

Topic 5	<ul style="list-style-type: none"> • Evaluate Change Impact and Organizational : This section of the CCMP Exam measures skills of Change Managers and Organizational Development Specialists and covers assessing the need for change, defining desired outcomes, identifying stakeholders and sponsors, evaluating organizational culture, capacity, and readiness, and analyzing risks, communication, and learning requirements to ensure successful change adoption.
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ACMP Global Certified Change Management Professional Sample Questions (Q130-Q135):

NEW QUESTION # 130

Assume that for the past 12 months you have been the change manager on a project team tasked with the rollout of a new human resource information system (HRIS). This change has impacted 200 managers and 1,500 employees across multiple locations. The change is a great success and is ready to be formally closed. What major activity is undertaken to gain approval for the completion of the change?

- A. Complete an evaluation of outcomes against objectives of the change
- B. Obtain a quick sign-off before moving on to the next change project
- C. Develop a rewards and recognition program to sustain achieved outcomes
- D. Prepare and facilitate a lessons learned presentation to the change team

Answer: A

Explanation:

Formal closure requires demonstrating that the change met its objectives. ACMP specifies conducting a structured evaluation of outcomes against objectives as a prerequisite to closure. Quick sign-off (A) undermines credibility, lessons learned (B) are valuable but not the approval step, and rewards programs (D) support sustainability. The sponsor's decision to close is based on evidence that outcomes align with objectives, making C the correct answer.

(Reference: ACMP Standard, Process Group 5 - Close; Activity: Evaluate outcomes vs. objectives before seeking approval for closure.)

NEW QUESTION # 131

Some steering committee members do not understand the difference between project management and change management and, hence, the uniqueness of each. What clarification should be provided to these committee members?

- A. Project management and change management are focused on different stakeholders
- B. Project management and change management differ regarding the organizational level they are addressing
- C. Project management and change management have different plans and outcomes for the project
- D. Project management and change management methodologies differ in focus

Answer: D

Explanation:

ACMP explains that project management focuses on delivering outputs (scope, schedule, budget, quality), whereas change management focuses on ensuring adoption, usage, and benefits realization by addressing the people side of change. This difference in focus is the clearest and most fundamental distinction. While differences in plans, stakeholders, and levels of focus exist, option A captures the primary clarification needed: methodologies differ in focus and objectives.

(Reference: ACMP Standard, Introduction; Distinction between project management outputs and change management outcomes.)

NEW QUESTION # 132

What describes the most important characteristic of an effective communications strategy?

- A. It has a clear top-down channel to announce the progress of the change
- B. It goes through formal ways to reach the target audience
- **C. It includes the business rationale for what, why, who, how and when changes occur**
- D. It consists of content for consistent messaging to different audiences

Answer: C

Explanation:

The ACMP Standard highlights that the most critical component of a communication strategy is ensuring it communicates the business rationale: why the change is needed, what it involves, who is affected, how it will be executed, and when it will occur. This ensures clarity, builds awareness, and drives buy-in. While consistent messaging (A), formal channels (C), and top-down updates (B) are valuable, they do not guarantee understanding. Option D reflects the true essence of effective communication - providing meaning and context so stakeholders understand the change.

(Reference: ACMP Standard, Process Group 3 - Communication Plan; Activity: Communicate the business rationale of the change clearly to all stakeholders.)

NEW QUESTION # 133

What should a learning and development strategy be able to demonstrate?

- A. The current training methods and tools
- **B. The skills and competencies needed to perform in the changed environment**
- C. The impact a change brought to an individual
- D. The methods of developing a useful training strategy

Answer: B

Explanation:

The purpose of a learning and development strategy is to close skills and competency gaps identified in the learning needs assessment. It must demonstrate what knowledge, skills, and behaviors are required for success in the future state and how these will be built. While training methods (B, C) are included in planning, the core demonstration is the competency framework aligned to the change. Individual impact (A) may be measured later but is not the strategy's primary output. Thus, option D best aligns with ACMP guidance.

(Reference: ACMP Standard, Process Group 3 - Develop Learning and Development Plan; Outputs: Defined competencies and skill-building activities.)

NEW QUESTION # 134

What is the most compelling reason for considering the external factors that could affect organizational change?

- A. The need to know the new competitors entering the market
- **B. To determine the external factors that will enable or constrain the change effort**
- C. Changes in government policies could negatively impact the planned change
- D. The commissioning of regular SWOT analysis to enable the organization to monitor its environment and plan its change

Answer: B

Explanation:

ACMP highlights that readiness assessments should consider external environment factors such as market conditions, regulations, competition, and economic stability. The purpose is not just to list these factors but to determine how they will enable or constrain the change effort. Competitors (A) and policies (B) are examples, and SWOT (C) is a method, but the broader and most compelling reason is option D.

(Reference: ACMP Standard, Process Group 1 - Evaluate; Activity: Assess external environment and identify enablers/constraints.)

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