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ACMP Global CCMP Exam Syllabus Topics:

Topic	Details
Topic 1	• 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	• 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 3	• 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 4	• Close the Change Management Effort: This section assesses skills of Change Managers and Program Leads and covers evaluating the success of the change initiative, conducting lessons learned, documenting recommended actions, gaining closure approvals, transferring ownership, ensuring sustainability, and recognizing achievements.

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ACMP Global Certified Change Management Professional Sample Questions (Q25-Q30):

NEW QUESTION # 25
Who is responsible for coordinating, applying and tracking change management activities?

- A. Sponsor
- B. Change agent
- C. Change stakeholder
- D. Change management lead

Answer: D

Explanation:
The change management lead is accountable for ensuring change management activities are properly coordinated, applied, and monitored. While sponsors provide leadership and stakeholders participate, the change management lead ensures integration of plans, tracks progress, and adjusts activities as needed.
Change agents support by influencing peers, but they are not accountable for overall coordination. ACMP clearly defines the change lead's role as orchestrator of the process across all groups.
(Reference: ACMP Standard, Process Groups 2-5; Role of Change Lead: Develop, coordinate, execute, and monitor change management activities.)

NEW QUESTION # 26
What resource component of the change management plan addresses the gap in skills of the impacted stakeholders before and after a major change?

- A. Financial resources
- B. Information resources
- C. Physical resources
- D. Human resources

Answer: D

Explanation:
Human resources are central to addressing skill and capability gaps in impacted stakeholders. According to ACMP, the resource plan must account for training, coaching, and allocation of people with the right skills to support adoption. While physical (B), financial (C), and informational (A) resources are also necessary, they do not directly address skills development. Human resources include internal staff, trainers, and external experts who enable stakeholders to transition successfully. Thus, option D is correct. (Reference: ACMP Standard, Process Group 3 - Resource Plan; Identify human resources to close skill gaps and build adoption capability.)

NEW QUESTION # 27
What should the change manager do before formally closing her work to evaluate the change management effort?

- A. Transfer ownership of change outcomes to stakeholder operational resources
- B. Compare the change outcomes to the original change and project objectives
- C. Release all change resources
- D. Seek formal approval from the sponsor to close the change management effort

Answer: B

Explanation:
Closing requires evaluation before handover and formal approval. The Standard directs practitioners to assess outcomes versus defined objectives and success criteria to determine if adoption, usage, and benefits targets were achieved. Only after this evidence-based evaluation should ownership be transferred, resources released, and closure approval sought. Therefore, comparing outcomes with the original objectives is the correct pre-closure step that informs the rest of the closure activities. (Reference: ACMP Standard, Process Group 5 - Close the Change Management Effort; Outcomes: Evaluate outcomes against objectives; Activities: Assess adoption/usage/proficiency, document lessons, recommend sustainability actions.)

NEW QUESTION # 28
What two activities are most critical to focus on when managing employee resistance?

- A. Raising awareness of why change is needed and informing employees how change will impact them
- B. Clarifying the expectations of managers and informing them how the change is progressing
- C. Identifying and addressing rumors and explaining how the change is being implemented
- D. Creating a training delivery plan and demonstrating sponsor commitment to the change

Answer: A

Explanation:
ACMP emphasizes that resistance is most effectively reduced when people understand why the change is necessary and how it affects their roles ("what's in it for me"). The Standard situates resistance management within execution, calling for targeted communications that build awareness of the business rationale and provide impact-based information to individuals and groups. Training and rumor management matter, but they are secondary to establishing awareness and personal impact clarity-the core precursors to willingness and adoption. (Reference: ACMP Standard for Change Management, Process Group 4 - Execute the Change Management Plan; Activities: Manage Resistance; Communications aligned to impact; Linkage to Process Group 1 impact assessment & WIIFM messaging.)

NEW QUESTION # 29
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 methodologies differ in focus
- D. Project management and change management have different plans and outcomes for the project

Answer: C

Explanation:
ACMP explains thatproject managementfocuses on delivering outputs (scope, schedule, budget, quality), whereaschange managementfocuses on ensuring adoption, usage, and benefits realization by addressing the people side of change. This difference infocusis 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 infocus and objectives.
(Reference: ACMP Standard, Introduction; Distinction between project management outputs and change management outcomes.)

NEW QUESTION # 30
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