

Guide ACMP Global CCMP Torrent - Test CCMP Registration



ACMP CCMP Test Specification

Updated: November 15, 2019

Domain	Task	Percentage of Examination
The Standard for Change Management. Process Group 1. Evaluate Change Impact and Organizational Readiness	1. Define the Change	25%
	2. Determine Why the Change is Required	
	3. Develop a Clear Vision of the Desired Future State, with Leadership and Aligned with Objectives and Goals	
	4. Identify Objectives, Goals, and Success Criteria	
	5. Identify Stakeholders Affected by the Change	
	6. Identify Sponsors Accountable for the Change and Assess Their Alignment with, and Commitment to, the Change	
	7. Assess the Degree of Change and the Impact on People, Processes, Tools, Organizational Structure, Job, Roles, and Technology	
	8. Assess Alignment of the Change with Organizational Strategy Objectives and Performance Management	
	9. Assess External Factors that may Affect Organizational Change	
	10. Assess Organization Culture(s) Related to the Change	
	11. Assess Organization Capacity for Change	
	12. Assess Organizational Readiness for Change	
	13. Assess Communication Needs, Communication Channels, and Ability to Develop Key Messages	
	14. Conduct Learning Needs Assessment	
	15. Conduct Change Risks Assessment	
The Standard for Change Management. Process Group 2. Formulate the Change Management Strategy	1. Develop the Communication Strategy	24%
	2. Develop the Sponsorship Strategy	
	3. Develop the Stakeholder Engagement Strategy	
	4. Develop the Change Impact and Readiness Strategy	
	5. Develop the Learning and Development Strategy	
	6. Develop the Measurement and Benefit Realization Strategy	
	7. Develop the Sustainability Strategy	
The Standard for Change Management. Process Group 3. Develop the Change Management Plan	1. Develop a Comprehensive Change Management Plan:	18%
	a. Resource Plan	
	b. Communication Plan	
	c. Sponsorship Plan	
	d. Stakeholder Engagement Plan	
	e. Learning and Development Plan	
	f. Measurement and Benefits Realization Plan	
	g. Sustainability Plan	
	2. Integrate Change Management and Project Management Plans	

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ACMP Global Certified Change Management Professional Sample Questions (Q132-Q137):

NEW QUESTION # 132

In which stage of the project timeline should integration of change management and project management plans be considered?

- A. At the beginning of the project
- B. 2-3 months into the project
- C. After defining change goals
- D. After change impact assessment

Answer: A

Explanation:

ACMP stresses that integration of change and project management plans must occur at the start of the project. This ensures people-focused activities (communications, training, resistance management) are aligned with technical deliverables from the outset. Waiting until after assessments (A, C) or months into the project (B) risks misalignment, duplicated efforts, and resistance. Thus, option D reflects best practice for integrated planning.

(Reference: ACMP Standard, Process Group 2 - Formulate; Guidance: Integrate change management and project management early, ideally at project initiation.)

NEW QUESTION # 133

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

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

Answer: D

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 # 134

What statement describes "physical resources" when developing a resource plan?

- A. Physical resources are staff identified and budgeted as part of the overall project plan
- B. Physical resources are the systems hardware, software, facilities, workspaces, furniture etc.
- C. Physical resources are the number of people required to support the change management effort
- D. Physical resources are the cost of all resources supporting the change effort

Answer: B

Explanation:

ACMP distinguishes between human, financial, and physical resources. Physical resources include tangible assets such as facilities, workspaces, equipment, technology, and tools necessary to support the change.

They are not people (B), staff (C), or costs (D) but the material infrastructure required. Identifying these ensures that adoption is not

hindered by inadequate tools or environments. Thus, option A correctly defines physical resources in the context of the resource plan.

(Reference: ACMP Standard, Process Group 3 - Resource Plan; Categories: Human, financial, and physical resources.)

NEW QUESTION # 135

How is sponsorship most successful during change?

- A. The sponsor is coached and supported throughout the change management effort
- **B. Sponsors build awareness with stakeholders regarding the need for change and participate throughout the project**
- C. The role of the sponsor is clearly defined and agreed upon by the sponsor and change lead
- D. The sponsor is well equipped to deliver communications and key messages about the change

Answer: B

Explanation:

ACMP identifies sponsorship as the single most important success factor in change. Effective sponsorship requires active and visible participation throughout the project. This includes building awareness of the need for change, championing the case for change, modeling behaviors, and engaging stakeholders. While clear roles (B), coaching (C), and communication skills (D) are essential enablers, the hallmark of sponsorship success is ongoing, visible engagement from start to finish.

(Reference: ACMP Standard, Process Group 2 - Sponsorship Strategy; Outcomes: Active, visible, and continuous sponsorship engagement.)

NEW QUESTION # 136

What should be included in the process of assessing an organization's readiness for change?

- A. Perceptions, level of comprehension and culture
- **B. Level of comprehension, culture and sponsorship**
- C. Market factors, capacity and saturation
- D. Market factors, sponsorship and level of comprehension

Answer: B

Explanation:

Organizational readiness involves assessing both internal and external conditions. ACMP identifies three crucial factors:

* Level of comprehension- Do stakeholders understand the change and its implications?

* Culture- Do organizational values and norms support or resist the change?

* Sponsorship- Are sponsors active, visible, and aligned to lead the effort? These factors help predict adoption barriers and inform risk and strategy design. While perceptions (D) matter, readiness assessments go deeper into comprehension. Market factors (A and B) are important at the strategic alignment stage, but not central to readiness evaluation. (Reference: ACMP Standard, Process Group 1

- Evaluate; Readiness Assessment Activities: Assess comprehension, culture, sponsorship, and contextual enablers/barriers.)

NEW QUESTION # 137

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