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ACMP Global CCMP Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"> • 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.
Topic 3	<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 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"> • 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.

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ACMP Global Certified Change Management Professional Sample Questions (Q14-Q19):

NEW QUESTION # 14

The change project is ongoing but the sponsor is concerned about the readiness of the business and has asked for a change manager to be brought in. The project manager has never before worked with a change manager.

What is an appropriate first measure for the change manager to take?

- A. Introduce a tool to monitor the change management plan
- **B. Clarify roles and responsibilities of the project manager and the change manager**
- C. Begin with stakeholder analysis
- D. Send out a newsletter about the onboarding of a change manager

Answer: B

Explanation:

ACMP emphasizes that when project and change managers collaborate for the first time, the first step is clarifying roles and responsibilities. This ensures alignment, avoids duplication, and sets expectations for collaboration. Stakeholder analysis (C) and monitoring tools (D) are important but premature without clarity on responsibilities. Sending a newsletter (A) adds no strategic value. Option B best aligns with ACMP's guidance on establishing effective partnership between project and change managers. (Reference: ACMP Standard, Process Group 1 - Evaluate; Activity: Clarify roles and responsibilities to align change and project management efforts.)

NEW QUESTION # 15

What is the output from determining the organization's preparation for change?

- A. Organizational change readiness assessment
- B. Organizational change capacity assessment
- C. Communication needs assessment
- D. Learning needs assessment

Answer: A

Explanation:

Determining how prepared an organization is for change produces an organizational change readiness assessment. ACMP defines readiness as the degree to which stakeholders and structures are prepared to adopt and sustain the change. Learning needs (B) and communication needs (A) are sub-assessments, while capacity assessment (D) measures absorption ability. The correct overarching output is C.

(Reference: ACMP Standard, Process Group 1 - Evaluate; Output: Organizational change readiness assessment.)

NEW QUESTION # 16

What are three key inputs for developing a sponsorship plan?

- A. Sponsorship strategy, stakeholder analysis and sponsor assessment
- B. Sponsor assessment, charter and stakeholder analysis
- C. Sponsorship strategy, stakeholder analysis and charter
- D. Stakeholder analysis, charter and sponsor assessment

Answer: A

Explanation:

ACMP states that a sponsorship plan is developed using:

* The sponsorship strategy (how sponsors will be engaged overall).

* Stakeholder analysis (to identify where sponsorship is required and what influence sponsors must exercise).

* Sponsor assessment (to understand current sponsor effectiveness and gaps). The charter and business case inform higher-level strategy but are not direct inputs to the sponsorship plan. Therefore, option A accurately lists the three critical inputs. (Reference: ACMP Standard, Process Group 2 - Sponsorship Strategy and Plan; Inputs: Stakeholder analysis and sponsor assessment; Output: Detailed sponsorship plan.)

NEW QUESTION # 17

As the project reaches completion, whose approval should be sought to formally close the change?

- A. Training Lead
- B. Senior sponsor
- C. Project manager
- D. Change Lead

Answer: B

Explanation:

Formal closure of a change management effort requires approval from the senior sponsor. This ensures the accountable executive validates that outcomes were achieved, ownership transferred, and sustainability measures are in place. The project manager approves project closure, while the change lead and training lead execute tasks but do not have the authority to formally close. Thus, the sponsor's approval is required to ensure accountability for benefits realization.

(Reference: ACMP Standard, Process Group 5 - Close; Activity: Seek formal sponsor approval for closure.)

NEW QUESTION # 18

The scope, controls and monitoring methods of a change effort are a part of which process?

- A. The change management plan
- B. The business model strategy
- C. The project management plan
- D. The change management strategy

