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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"> • 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"> • 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 4	<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 5	<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.

ACMP Global Certified Change Management Professional Sample Questions (Q73-Q78):

NEW QUESTION # 73

Linking rewards and recognition required by a change initiative is a component of which strategy?

- A. Change impact and readiness
- **B. Sustainability**
- C. Learning and development
- D. Measurement and benefit realization

Answer: B

Explanation:

ACMP identifies rewards and recognition systems as key elements of the sustainability strategy. They reinforce desired behaviors, prevent regression to old practices, and motivate adoption. Impact and readiness (A) identify scope and preparedness. Learning and development (C) builds skills, and measurement (D) evaluates progress. Only sustainability (B) directly incorporates reinforcement through recognition.

(Reference: ACMP Standard, Process Group 4 - Sustainability Plan; Activity: Integrate rewards and recognition to sustain adoption.)

NEW QUESTION # 74

What could be a significant input to the analysis of change objectives and in defining next steps?

- A. Project schedule and plan
- B. Lessons learned evaluation plan
- **C. Measurement and benefits realization plan**
- D. Change definition and scope plan

Answer: C

Explanation:

The measurement and benefits realization plan provides data on whether objectives were met and what gaps remain. This input is critical for analyzing results against change objectives and determining corrective or next steps. While lessons learned inform future practices, and schedules/scopes are important for project management, the direct evidence base for outcome analysis comes from the measurement and benefits realization plan.

(Reference: ACMP Standard, Process Group 5 - Evaluate outcomes; Inputs: Measurement and benefits realization data.)

NEW QUESTION # 75

What are the final steps to formally close a change effort?

- A. Review outcomes, complete business summary reviews, transfer ownership
- B. Review outcomes, update change management plan, gain completion approval
- **C. Gain completion approval, transfer ownership, release resources**
- D. Complete final summary report, transfer ownership, execute sustainability plan

Answer: C

Explanation:

ACMP defines closure as a structured set of steps:

* Gain sponsor approval that objectives were met.

* Transfer ownership of outcomes to operational stakeholders to ensure sustainability.

* Release resources (human and financial) to their original roles or new assignments. Options A and D include useful activities, but the official closure process emphasizes approval, ownership transfer, and resource release as the final actions. Thus, option C is correct.

(Reference: ACMP Standard, Process Group 5 - Close; Activities: Secure approval, transfer ownership, release resources.)

NEW QUESTION # 76

What document explains the current opportunity, risks or consequences and benefits of a change?

- A. Change research
- B. Change definition
- C. Success measures
- **D. Business case**

Answer: D

Explanation:

The business case provides a structured explanation of opportunities, risks, consequences, and benefits associated with the change. It ensures stakeholders understand why the change is required and how it aligns with strategic objectives. Change definition (C) focuses on scope, success measures (B) define evaluation, and research (A) provides background but not justification. Thus, option D is correct.

(Reference: ACMP Standard, Process Group 2 - Case for Change; Output: Business case articulates rationale, risks, and benefits.)

NEW QUESTION # 77

A recommendation by a change manager to the senior executives of an organization to use consultants to fill key roles in a big change effort was rejected. What could be the reason?

- A. The skills and capabilities were not well defined on the resource request
- B. External vendors can provide human resources to assist with the change
- **C. The gap analysis indicated that the skills required exist in the organization**
- D. Resources were not appropriately budgeted for in the project plan

Answer: C

Explanation:

In ACMP practice, resource planning involves assessing skill gaps across impacted groups and support roles.

If the gap analysis demonstrates that existing internal staff already possess the required competencies, then external consultants are

not justified. Resource augmentation decisions are made based on evidence from skill inventories, competency analysis, and readiness assessments. Budgeting and definition clarity are relevant, but the decisive factor in rejecting consultants is proof that internal capacity is sufficient. This reflects both responsible resource use and alignment with ACMP's principle of leveraging existing organizational strengths before seeking outside support.

NEW QUESTION # 78

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