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ACMP Global CCMP Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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.
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"> • 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 5	<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.

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ACMP Global Certified Change Management Professional Sample Questions (Q62-Q67):

NEW QUESTION # 62

You are currently leading a major ongoing change initiative. You observe that the project lacks support, lacks active engagement in the change effort and loses interest in the change effort. Under the circumstances, what would be the best strategy to address this constraint and enable an intervention to happen?

- A. The change strategy
- B. The risk management and intervention strategy
- C. The communication strategy
- D. The stakeholder strategy

Answer: A

Explanation:

If an initiative suffers from low support and engagement, it signals a failure in the overall change management strategy. ACMP emphasizes that the strategy must address sponsorship, stakeholder engagement, communication, and readiness. Interventions should begin by reviewing and strengthening the change management strategy (option B) to re-align with organizational goals and re-engage stakeholders.

Risk, communication, and stakeholder strategies are components, but the overarching change strategy defines how all are coordinated to regain momentum.

(Reference: ACMP Standard, Process Group 2 - Formulate Change Management Strategy; Outcome: Define integrated strategy for adoption and benefits realization.)

NEW QUESTION # 63

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. Send out a newsletter about the onboarding of a change manager
- C. Clarify roles and responsibilities of the project manager and the change manager
- D. Begin with stakeholder analysis

Answer: C

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 # 64

What is an important step when developing the measurement and benefit realization strategy?

- A. Communicating the business case to the organization
- B. Identifying all the individuals and groups impacted by the change
- C. Determining when and how the training should be delivered
- **D. Assigning owners for each measure and target**

Answer: D

Explanation:

ACMP specifies that assigning owners for each measure and target is crucial to ensure accountability in benefits realization. Without clear ownership, tracking progress and achieving adoption goals becomes fragmented. Training delivery (A), communication of the business case (B), and impact analysis (D) are important activities but belong to other components of the change plan. In measurement strategy, the focus is on defining metrics, targets, and accountable owners.

(Reference: ACMP Standard, Process Group 3 - Measurement and Benefits Realization Plan; Activity: Define metrics and assign owners.)

NEW QUESTION # 65

When executing the change management plan, it is possible that the initial financial forecasting of budget and resources may change. What are the key measures the change lead should take to ensure senior stakeholders are kept informed?

- A. Ask the project/program manager to provide updates on the planned budget for the change
- B. Provide updates to senior stakeholders only if and when the planned budget is impacted to minimize confusion and time
- C. Regularly send an email to the project team asking for more funding for resources as needed
- **D. Provide regular reports on spending against the budget for senior stakeholders to ensure transparency**

Answer: D

Explanation:

The ACMP Standard underscores the importance of financial transparency in maintaining sponsor and leadership confidence. The best practice is to provide regular reports on spending versus budget. Option B risks delayed awareness, C passes accountability away from the change lead, and D is unstructured.

Therefore, option A is the correct approach to ensuring senior stakeholders are fully informed.

(Reference: ACMP Standard, Process Group 4 - Execute; Activity: Provide transparent reporting on budget and resources to stakeholders.)

NEW QUESTION # 66

Which process provides tangible, concrete, measurable and manageable outcomes that represent planned progress towards the adoption of the future state?

- A. Identification of managers, leaders and other stakeholders
- B. Identification of human, financial and information resources
- **C. Identification of goals, objectives and success criteria**
- D. Identification of risks, probability of a risk occurring and mitigation plans

Answer: C

Explanation:

The process of identifying goals, objectives, and success criteria creates measurable outcomes that define progress toward adoption. ACMP stresses that without clearly defined criteria, it is impossible to measure adoption and benefits realization. Resource identification (A), stakeholder roles (C), and risks (D) are important but do not directly provide tangible success measures. Thus, option B aligns with ACMP's requirement for measurable progress.

(Reference: ACMP Standard, Process Group 2 - Formulate; Activity: Define goals, objectives, and criteria for success.)

NEW QUESTION # 67

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