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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 (Q114-Q119):

NEW QUESTION # 114
An ongoing change program is gaining momentum and throughout the organization stakeholders face challenges and experience success. What needs to be clearly defined in the communications plan to support them?

- A. Clear case studies
- B. Identified sponsors
- C. Stakeholder messaging
- D. Feedback channels and mechanisms

Answer: C

Explanation:
A communications plan must include clear stakeholder messaging tailored to different groups. ACMP emphasizes that during momentum phases, reinforcing what stakeholders need to know, feel, and do is critical. Feedback channels (B) and case studies (D) support engagement but are not the core requirement.
Sponsors (A) are senders, not the message itself. Clear, relevant messaging ensures stakeholders remain aligned and supported.
(Reference: ACMP Standard, Process Group 3 - Communication Plan; Key component: Targeted stakeholder messaging.)

NEW QUESTION # 115
What is the most significant element to look for when conducting an assessment of an organization's capacity for change?

- A. The organization's history of failed change efforts
- B. The size of the change, the time and the budget needs for successful implementation
- C. The ability of the key stakeholders to adopt the change proposed
- D. The satisfaction level of the people in the organization

Answer: C

Explanation:
ACMP defines organizational change capacity as the ability to take on and sustain change. While historical experience, budgets, and project size influence readiness, the most significant element is whether key stakeholders can adopt the change. Adoption is the ultimate enabler or constraint: without willingness and ability of stakeholders, resources and planning have limited impact. This aligns with ACMP's focus on people as the primary determinant of benefits realization. Thus, option C is the most accurate.
(Reference: ACMP Standard, Process Group 1 - Evaluate; Activities: Assess capacity and stakeholder readiness to adopt change.)

NEW QUESTION # 116
In resource planning, after defining key roles for each type of labor needed to support the change effort, what is the next step to determine if the skills required exist in the organization?

- A. Skill gap analysis
- B. Readiness assessment
- C. Sponsorship planning
- D. Risk assessment

Answer: A

Explanation:
Once roles are defined, the next step is conducting a skill gap analysis. ACMP emphasizes this activity to identify whether existing staff possess the competencies required or if additional training, hiring, or external support is needed. Risk assessment (A) and readiness (D) are broader evaluations, while sponsorship planning (C) focuses on leadership. To align resources with capability needs, skill gap analysis is the correct follow-up.
(Reference: ACMP Standard, Process Group 1 - Evaluate; Activity: Conduct skill gap analysis after defining roles.)

NEW QUESTION # 117

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

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

Answer: A

Explanation:
Determining how prepared an organization is for change produces anorganizational 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 # 118

What closure conditions need to be met so the stakeholder steering committee, senior sponsor or client can approve the closure of a change management effort?

- A. Lessons learned report, measurement and benefit realization plan and agreement of transfer of outcomes
- B. Lessons learned report, agreement of transfer of outcomes and remediation plan
- C. An evaluation of outcomes against objectives, lessons learned report and measurement and benefits realization plan
- D. An evaluation of outcomes against objectives, a lessons learned report and agreement of transfer of ownership

Answer: D

Explanation:
ACMP outlinesclosure as a structured process. Before approval, three critical conditions must be satisfied:
* Evaluation of outcomes vs. objectives- validating adoption and benefits achievement.
* Lessons learned report- capturing successes, gaps, and recommendations for future efforts.
* Agreement of transfer of ownership- ensuring accountability is shifted from the project to operations for sustainability.Options A and B miss the explicit ownership transfer, while C lacks outcome evaluation. Option D captures all required closure conditions.
(Reference: ACMP Standard, Process Group 5 - Close; Activities: Evaluate outcomes, document lessons, and transfer ownership to operational owners.)

NEW QUESTION # 119

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