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## ACMP Global CCMP Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 4	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 5	<ul style="list-style-type: none"><li>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.</li></ul>

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### ACMP Global Certified Change Management Professional Sample Questions (Q93-Q98):

#### NEW QUESTION # 93

As a change manager you identify and leverage employees who can positively affect the overall success of the change. What strategy document is the likely output of this task?

- A. Sponsorship engagement strategy
- **B. Stakeholder engagement strategy**
- C. Stakeholder analysis strategy
- D. Communication engagement strategy

**Answer: B**

Explanation:

Leveraging employees who can influence peers positively is an activity within stakeholder engagement strategy development. The ACMP Standard identifies stakeholder engagement as a formal plan that ensures key stakeholders are identified, assessed, and engaged according to their influence, impact, and willingness to support. By activating informal leaders and influencers, the change manager strengthens adoption across the organization. Sponsorship engagement focuses on executives, while communication strategy covers messaging and delivery. Therefore, the correct strategy output here is the stakeholder engagement strategy. (Reference: ACMP Standard, Process Group 2 - Formulate Strategy, Stakeholder Engagement Strategy: Identify, analyze, and leverage stakeholders, including influencers.)

#### NEW QUESTION # 94

What plan uses the stakeholder skills inventory and gap analysis as key components?

- A. Measurement and benefits realization plan
- **B. Learning and development plan**
- C. Stakeholder transition plan
- D. Stakeholder engagement plan

**Answer: B**

Explanation:

The learning and development plan directly uses inputs such as skills inventories and gap analyses. These tools determine what competencies are missing and what training or coaching is required to prepare stakeholders for the future state. Transition planning (A) focuses on operational handovers, engagement (D) on involvement and buy-in, and measurement (B) on success criteria. Only option C ties directly to the skill inventory and gap analysis process. (Reference: ACMP Standard, Process Group 3 - Learning and Development Plan; Inputs: Skills inventory and gap analysis.)

#### NEW QUESTION # 95

What process determines the size, scope, timing and complexity of the change effort?

- **A. Assessing the change impact**
- B. Assessing sponsorship
- C. Assessing benefits realized
- D. Identifying stakeholders

**Answer: A**

Explanation:

Change impact assessment evaluates the depth and breadth of the change across processes, people, technology, and culture. ACMP specifies this activity determine size, scope, timing, and complexity of the effort. Stakeholder identification (B) and sponsorship assessment (C) are complementary but not sufficient to define overall impact. Benefits realization (A) occurs later during execution. Thus, option D directly corresponds with this critical evaluation activity.

(Reference: ACMP Standard, Process Group 1 - Evaluate; Activity: Conduct change impact assessment.)

#### NEW QUESTION # 96

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

**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 # 97

What is the key factor to consider when assessing the organizational readiness for a change?

- A. The change leader's track record with past changes
- **B. The gaps between the change leaders' expectations and the collective organizational view**
- C. The rigor applied to establish the business case
- D. The organizational policy leaders are following regarding governance

**Answer: B**

Explanation:

Readiness is about the current state of people and the organization-beliefs, understanding, and capacity- to adopt the future state. ACMP recommends assessing perception gaps between leaders and the broader organization to calibrate approach, communications, and risk. Leader history or business case rigor are contextual, but the readiness linchpin is the expectation-perception gap.

(Reference: ACMP Standard, Process Group 1 - Readiness Assessment; Activities: Assess stakeholder sentiment, comprehension, and alignment gaps.)

#### NEW QUESTION # 98

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