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## ACMP Global CCMP Exam Syllabus Topics:

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

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## ACMP Global Certified Change Management Professional Sample Questions (Q43-Q48):

### NEW QUESTION # 43

Why is a stakeholder analysis important in the evolution of change impact and organizational readiness?

- A. It identifies those that would be impacted by the change
- B. It identifies the impact of pitfalls and barriers on people
- C. It facilitates the understanding of risks on people
- D. It facilitates the planning of focus groups and communications strategies

**Answer: A**

Explanation:

Stakeholder analysis is the foundational activity that identifies individuals and groups affected by the change.

ACMP explains that without knowing who is impacted, it is impossible to design effective communications, engagement, resistance management, or training. While risks, pitfalls, and strategies are informed by analysis, the primary reason for conducting it is to map out the population of stakeholders and their level of impact /influence. Thus, option C is correct.

(Reference: ACMP Standard, Process Group 1 - Stakeholder Analysis; Outputs: List of impacted stakeholders with impact/influence mapping.)

### NEW QUESTION # 44

Which characteristic is likely to bring more disruption in an organization-wide change initiative?

- A. Introduction of new technology
- B. Low degree of changes in job roles
- C. Incremental change
- D. Transformational change, including a culture change

**Answer: D**

Explanation:

ACMP distinguishes between incremental and transformational change. Transformational change, particularly when it requires cultural shifts, causes the greatest disruption because it challenges organizational norms, values, and long-standing behaviors. New technology (D) or role changes (B) can be significant but typically occur within existing frameworks. Incremental changes (A) are small and evolutionary. Thus, transformational change with culture change is the most disruptive.

(Reference: ACMP Standard, Introduction; Defines transformational change as a high-impact shift involving culture and behaviors, creating greater disruption than technical or incremental adjustments.)

### NEW QUESTION # 45

Which change management topics should the change manager review during sponsor coaching?

- A. Common project manager mistakes
- B. Requests for additional funding for change management activities
- C. Lessons learned from previous projects
- D. Role, responsibilities and actions to visibly support the change

**Answer: D**

Explanation:

Sponsor coaching is critical because sponsorship is the top success factor in change management. Coaching should focus on ensuring the sponsor understands and enacts their role and responsibilities, including visible support, active communication, resource allocation, and barrier removal. While lessons learned may help inform, and funding requests may arise, the core content of sponsor coaching must emphasize what they must do to be effective. This includes visible leadership behaviors, stakeholder engagement, and role modeling commitment.

(Reference: ACMP Standard, Process Group 2 - Sponsorship Strategy and Coaching Plan; Key activities: Define sponsor role, actions, visibility, and accountability.)

#### NEW QUESTION # 46

The project sponsor has a general understanding of his role but wants to learn more about his responsibilities and how he will be coached and supported in fulfilling his role. What deliverable provides this information?

- A. Sponsor strategy
- B. Sponsor assessment
- C. Sponsor alignment assessment
- D. **Sponsorship plan**

#### Answer: D

Explanation:

The sponsorship plan outlines how sponsors will be engaged, coached, and supported throughout the change.

According to ACMP, this plan includes expectations for visible behaviors, communications, and governance participation. Sponsor assessments (B and D) help evaluate readiness and alignment, while strategy (C) is higher-level. The plan (A) provides actionable guidance, ensuring the sponsor understands roles and receives support.

(Reference: ACMP Standard, Process Group 2 - Sponsorship Plan; Output: Define sponsor responsibilities and provide coaching/support activities.)

#### NEW QUESTION # 47

What plan must be executed to ensure the results achieved through the adopted change are maintained?

- A. Stakeholder engagement plan
- B. **Sustainability plan**
- C. Transition plan
- D. Human resource plan

#### Answer: B

Explanation:

The sustainability plan ensures results are reinforced and maintained after initial adoption. ACMP explains that this plan integrates reinforcement mechanisms, monitoring adoption, aligning performance management, and recognizing behaviors. Transition plans (A) handle operational handoffs, stakeholder engagement (B) supports involvement, and human resource plans (D) address capacity. To ensure outcomes are sustained, the correct plan is the sustainability plan (C).

(Reference: ACMP Standard, Process Group 4 - Execute; Sustainability Plan ensures long-term adoption and embedding into operations.)

#### NEW QUESTION # 48

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