



# ACMP CCMP Test Specification

Updated: June 15, 2016

Domain	Task	Percentage of Examination
<p>The Standard for Change Management:</p> <p>Process Group 1. Evaluate Change Impact and Organizational Readiness</p>	1. Define the Change	25%
	2. Determine Why the Change is Required	
	3. Develop a Clear Vision of the Desired Future State, with Leadership and Aligned with Objectives and Goals	
	4. Identify Objectives, Goals, and Success Criteria	
	5. Identify Stakeholders Affected by the Change	
	6. Identify Sponsors Accountable for the Change and Assess Their Alignment with, and Commitment to, the Change	
	7. Assess the Degree of Change and the Impact on People, Processes, Tools, Organizational Structure, Job, Roles, and Technology	
	8. Assess Alignment of the Change with Organizational Strategy Objectives and Performance Management	
	9. Assess External Factors that may Affect Organizational Change	
	10. Assess Organization Culture(s) Related to the Change	
	11. Assess Organization Capacity for Change	
	12. Assess Organizational Readiness for Change	
	13. Assess Communication Needs, Communication Channels, and Ability to Develop Key Messages	
	14. Conduct Learning Needs Assessment	
	15. Conduct Change Risks Assessment	
<p>The Standard for Change Management:</p> <p>Process Group 2. Formulate the Change Management Strategy</p>	1. Develop the Communication Strategy	24%
	2. Develop the Sponsorship Strategy	
	3. Stakeholder Engagement Strategy	
	4. Develop the Learning and Development Strategy	
	5. Develop the Change Risk Mitigation Strategy	
	6. Develop the Measurement and Benefit Realization Strategy	
	7. Develop the Transition Strategy	
	8. Develop the Sustainability Strategy	
<p>The Standard for Change Management:</p> <p>Process Group 3. Develop the Change Management Plan</p>	1. Develop a Comprehensive Change Management Plan:	18%
	a. Resource Plan	
	b. Communication Plan	
	c. Sponsorship Plan	
	d. Stakeholder Engagement Plan	
	e. Learning and Development Plan	
	f. Change Risk Mitigation Plan	
	g. Measurement and Benefits Realization Plan	
	h. Transition Plan	
	i. Sustainability Plan	
	2. Integrate Change Management and Project Management Plans	



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	3. Review and Approve the Change Plan in Collaboration with Project Leadership	
	4. Develop Feedback Mechanisms to Monitor Performance to Plan	
The Standard for Change Management:  Process Group 4. Execute the Change Management Plan	1. Execute, Manage, and Monitor Implementation of the Change Management Plan	19%
	a. Execute Resource Plan	
	b. Execute Communication Plan	
	c. Execute Sponsorship Plan	
	d. Execute Stakeholder Engagement Plan	
	e. Execute Learning and Development Plan	
	f. Execute Change Risk Mitigation Plan	
	g. Execute Measurement and Benefits Realization Plan	
	h. Execute Transition Plan	
	i. Execute Sustainability Plan	
	2. Modify the Change Management Plan as Required	
The Standard for Change Management:  Process Group 5. Close the Change Management Effort	1. Evaluate the Outcome against the Objectives	10%
	2. Design and Conduct Lessons Learned Evaluation and Provide Results to Establish Internal Best Practices	
	3. Identify and Document Recommended Actions for Future Changes	
	4. Gain Approval for Closure, Transfer of Ownership, and Release of Resources	
The Standard for Change Management:  Common Change Management Concepts	1. Change is a Process	2%
	2. Relationship to Strategic Planning	
	3. Types of Organizational Change	
	4. Relationship to Project Management	
	5. Organizational Change and Individual Change	
	6. Change Management Roles and Responsibilities	
	7. Organizational Alignment and Change Management	
Code of Ethics		2%

There are some topics listed in the Test Specifications that do not have a matching section in The Standard. The Standards Working Group identified that some topics were embedded throughout The Standard and, therefore, were deemed not necessary to have a specific section of their own. From the exam specification these include:

- Process Group 2, #5 Develop the Change Risk Mitigation Strategy
- Process Group 2, #7 Develop the Transition Strategy
- Process Group 3, #1f Change Risk Mitigation Plan
- Process Group 3, #1h Transition Plan
- Process Group 4, #1f Execute Change Risk Mitigation Plan
- Process Group 4, #1h Execute Transition Plan

When ACMP completes a fresh Practice Analysis and updates The Standard (and the Test Specification), ACMP will improve the connection between them. If you have studied The Standard, you will have covered the above items sufficiently to answer any applicable questions.