


Introduction, Terms and Concepts

Class 1

#	OBJECTIVE
1	Scope
2	Normative References
3	Terms & Definitions
4	Concepts
4.1	Change is a Process
4.2	Relationship to Strategic Planning
4.3	Types of Organizational Change
4.4	Relationship to Project Management
4.5	Organizational Change and Individual Change
4.6	Change Management Roles and Responsibilities
4.7	Organizational Alignment and Change Management
Class Duration - 6 Hrs	



Evaluate Change Impact and Organizational Readiness

Class 2


5.1.1	Define the Change
5.1.2	Determine Why the Change is Required
5.1.3	Develop a Clear Vision of the Future State
5.1.4	Identify Goals, Objectives and Success Criteria
5.1.5	Identify Sponsors Accountable for the Change
5.1.6	Identify Stakeholders Affected by the Change
5.1.7	Assess the Change Impact
5.1.8	Assess Alignment of the Change with Organizational Strategic Objectives and Performance Measurement
5.1.9	Assess External Factors that may Affect Organizational Change
5.1.10	Assess Organization Culture(s) Related to the Change
5.1.11	Assess Organizational Capacity for Change
5.1.12	Assess Organizational Readiness for Change
5.1.13	Assess Communication Needs, Communication Channels and Ability to Deliver Key Messages
5.1.14	Assess Learning Capabilities
5.1.15	Conduct Change Risks Assessment
Class Duration - 6 Hrs	



Formulate the Change Management Strategy

Class 3


5.2.1	Develop the Communication Strategy
5.2.2	Develop the Sponsorship Strategy
5.2.3	Develop the Stakeholder Engagement Strategy
5.2.4	Develop the Change Impact and Readiness Strategy
5.2.5	Develop the Learning Development Strategy
5.2.6	Develop the Measurement and Benefit Realization Strategy
5.2.7	Develop the Sustainability Strategy
Class Duration - 4.5 Hrs	



Develop the Change Management Plan

Class 3


5.3.1	Develop a Comprehensive Change Management Plan
5.3.1.1	Resource Plan
5.3.1.2	Sponsorship Plan
5.3.1.3	Stakeholder Engagement Plan
5.3.1.4	Communication Plan
5.3.1.5	Learning and Development Plan
5.3.1.6	Measurement and Benefit Realization Plan
5.3.2	Integrate Change Management and Project Management Plans
5.3.3	Review and Approve the Change Management Plan in Collaboration with Project Leadership
5.3.4	Develop Feedback Mechanisms to Monitor Performance to Plan
Class Duration - 1.5 Hrs	



Execute the Change Management Plan

Class 4


5.4.1	Execute, Manage, and Monitor Implementation of the Change Management Plan
5.4.1.1	Execute Resource Plan
5.4.1.2	Execute Communication Plan
5.4.1.3	Execute Sponsorship Plan
5.4.1.4	Execute Stakeholder Engagement Plan
5.4.1.5	Execute Learning and Development Plan
5.4.1.6	Execute Measurement and Benefit Realization
5.4.1.7	Execute Sustainability Plan
5.4.2	Modify the Change Management Plan as Required
Class Duration - 2 Hrs	



Complete the Change Management Effort

Class 4

5.5.1	Evaluate the Outcome Against the Objectives
5.5.2	Design and Conduct Lessons Learned Evaluation and Provide Results to Establish Internal Best Practices
5.5.3	Gain Approval for Completion Transfer of Ownership and Release of Resources
Class Duration - 2 Hrs	



ACMP Code of Ethics

Class 4

1	Purpose of ACMP's Code of Ethics
2	Alignment of ACMP's Ethics to the Change Management Standard
3	Scope of Coverage
4	ACMP Ethical Standards
4.1	Duty of Honesty
4.2	Duty of Responsibility
4.3	Duty of Fairness
4.4	Duty of Respect
4.5	Duty of Advancing the Discipline & Supporting Practitioners
Class Duration - 2 Hrs	



jTask is a company that specializes in Change and Project Management training.

We are committed to advancing the discipline of change management one student at a time.

Since 2015, we've been training our students virtually in how experienced change and project managers use the ACMP® Standard for Change Management© structured process to realize their organization's expected benefits.

V-20250710

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About The Course

The Chart shows the Course divided into four Classes, as shown by the column colour. Each Class is divided into four Sessions (not shown on this chart). Each Session typically includes theory, practice exercises, and quizzes.

The Course focuses on the ACMP® Standard for Change Management© and prepares students for the CCMP Exam.

As part of the training the course shows student how the ACMP Standard can be implemented at their organization.

ACMP

In 2014, ACMP (Association of Change Management Professionals®) published the Standard for Change Management©, referred to as the ACMP Standard.

It was developed through a voluntary, consensus-based standards development process. 1,100 Change Management professionals from 57 countries, with an average of 10 years' experience contributed comments to the Standard.

It is an open and free standard that can be downloaded from the ACMP website. You do not need to be a member of ACMP to access or use the Standard.

CCMP Qualification

To become a Certified Change Management Professional (CCMP), you need to submit an application to ACMP for approval and pass a 3-hour, 150-question exam.

The application needs to document your level of education, work experience (hours), that you have completed 21 hours of live Instructor-led training (jTask CCMP Training Code Q000197), your answers to three of five essay questions, and agree to ACMP Statement of Understand.

Chart Key

**Course:** A series of classes teaching the skills that you need for a job or activity.  
**Class:** A period of learning or teaching.  
**Objectives:** The intended measurable outcome that you will achieve once you've finished the Class or Course.

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**Process Group:** Group of steps taken in order to achieve a particular end.  
**Process Steps:** A step taken in order to achieve a particular end.  
**Input:** The flow of data and materials into the process from the outside.  
**Output:** The result (the product/service) produced by the process.  
**Tools:** Aids to help you to organize work and manage projects and Tasks.  
**Deliverables:** Goods or services that you provide when a project or Task is complete.



Check out the web version:  
[jtask.com/ccmp-course-description](https://jtask.com/ccmp-course-description)

jTask is an ACMP Qualified Education Provider (QEP), and PMI Authorized Training Partner (ATP).