



LEANOVA ACADEMY

COURSE SYLLABUS

A1 – Mastering CCMP® Exam – Learn Step-by-Step with 21 Hours of Standard-Aligned Training

21-hour program aligned with the ACMP® Standard, 2nd edition

Leanova Change Excellence Certification: Professional (LCeX-P™)

21 QEPTM hours · ACMP® QEPTM course code Q000607

45 modules · 45 deliverables · 12-month access

Self-paced in English; audio and subtitles in 8 more languages

Also live online with an instructor, and private sessions for companies



Course overview

CCMP® exam prep course: a 21-hour ACMP® QEP™ online training aligned with the ACMP® Standard (2nd edition). It includes 45 modules, real-world deliverables, job instructions and templates, and everything needed to meet the official 21-hour CCMP® eligibility requirement.

The program also grants the Leanova Change Excellence Certification: LCeX-Professional™, the official digital badge issued through Certifier, and the right to use the post-nominal LCeX-P™.

The course is built around 45 step-by-step modules, each guided by a Job Instruction template inspired by TWI (Training Within Industry). Learners follow a realistic case study, VitaNova Health, to apply ACMP® practices in a safe but practical setting.

Learning objectives

On completing the course, learners will be able to:

- Describe and apply each of the five process groups of the ACMP® Standard.
- Analyze change impacts and organizational readiness with structured tools.
- Develop and document change management strategies and integrated plans.
- Apply change leadership principles and stakeholder engagement strategies.
- Evaluate the sustainability and benefits of change through metrics and feedback.
- Show readiness for the CCMP® exam through knowledge checks and simulation-based practice.

Instructional approach

Each module follows the same four-step model: what to do, how to do it, why it matters, and the associated deliverable (see the Job Instruction template in Appendix 1).

- VitaNova simulation: learners play a change leader supporting the transformation of VitaNova Health, a fictional but realistic organization.
- Deliverable-based learning: each module ends with a concrete deliverable; over the program, learners build a portfolio of 45 deliverables that put the ACMP® Standard into practice.
- Each module highlights the three most common mistakes change leaders make in that area and three tips to avoid them: 135 pitfalls and 135 practical tips in total.

Program delivery

- Self-paced in English: audio, subtitles and training material 100% in English.
- Self-paced in other languages (separate enrolment): audio and subtitles in French, Spanish, German, Portuguese, Arabic, Mandarin Chinese, Hindi and Japanese, produced with AI-generated avatars and subtitles.
- Slides, quizzes and exam stay in English in every version, to match the ACMP® terminology used in the CCMP® exam, which is held in English. Course length may be slightly longer in some languages.
- Also available: live online with an instructor, and private live online sessions for corporate groups.

Who should attend

- Professionals preparing for the CCMP® certification

- HR leaders, change agents and transformation consultants
- Project managers and continuous-improvement leaders
- Executives and team leads managing adoption and engagement initiatives

Key features

- 45 structured modules with TWI-style Job Instruction templates
- 135 formative quiz questions (3 per module)
- One final exam of 50 randomized questions: passing score 70%, 2 attempts included, 90 minutes
- Downloadable tools and templates, ready to use in real projects
- VitaNova Health case study with 45 downloadable deliverables (Appendix 3)
- 135 common pitfalls to avoid and 135 practical tips
- Access on desktop, tablet or mobile, with progress tracking and automatic scoring and feedback

Leanova Academy certificate of completion

Learners must complete the whole course and pass the final exam to earn the certificate. It shows:

- the course title;
- a unique certificate number;
- the date of issue;
- the instructor's credentials;
- a statement that the course is recognized as an ACMP® Qualified Education Provider™ (QEP™) course and aligned with the ACMP® Standard for Change Management;
- a verified LCeX-Professional™ digital badge, issued through Certifier, for online verification, LinkedIn sharing and résumé use;
- the right to use the post-nominal LCeX-P™.

The certificate provides traceability for employer or professional-body audits (template in Appendix 4).

Course structure

Process group	Modules
Evaluate the change impact and organizational readiness	1–15
Formulate the change management strategy	16–22
Develop the change management plans	23–33
Execute, manage and monitor the change implementation	34–42
Close the change management effort	43–45
Final wrap-up: simulation consolidation and executive pack	—

The 45 modules are mapped to the nine core competency areas of the ACMP® Standard: change initiative scope; communication; leadership and sponsorship engagement; learning and development; measurement and benefit realization; resource management; risk management; stakeholder management and engagement; sustainability.

Code of ethics

Learners are introduced to the ACMP® Code of Ethics and Professional Conduct: integrity and honesty, respect for individuals and diverse perspectives, accountability, ongoing learning, and ethical, people-centered change practice.

Learner support

- E-mail support for technical or content questions (reply within 24–48 h)
- Multilingual narration and subtitles powered by AI
- Progress tracking and downloadable materials on the LearnWorlds platform

Before you start

Before accessing the modules, each learner signs an electronic disclaimer that explains the course scope and the difference between Leanova Academy's QEP™ training and the CCMP® certification process run by ACMP®.

Appendix 1 – Job Instruction template (example: module 2, determine why the change is required)

Task	What to do	How to do it (key points)	Why it matters	Output
1	Identify internal and external drivers for the change	Review strategic plans, market trends, regulatory pressure, performance gaps	Clarifies the root cause and scope of the need for change	List of strategic and operational drivers
2	Document current challenges and opportunities	Engage subject-matter experts and frontline staff	Keeps the change tied to real organizational needs	Documented pain points and opportunity areas
3	Analyze the risks of not changing	Facilitate discussions on operational, reputational and financial risks	Strengthens motivation and counters resistance	Risk summary report
4	Validate urgency with leadership and stakeholders	Conduct executive interviews and stakeholder assessments	Builds leadership ownership and decision readiness	Validated urgency narrative from leadership
5	Develop and communicate the case for change	Use storytelling, data and alignment with the vision	Drives momentum and early stakeholder commitment	Formalized, shareable case for change

Appendix 3 – The 45 VitaNova Health deliverables

#	Deliverable
Evaluate the change impact and organizational readiness · 1–15	
1	Change Definition Statement
2	Case for Change
3	Vision Statement + SMART Goals
4	Success Criteria Matrix
5	Sponsor RACI Matrix
6	Stakeholder Map + Register
7	Change Impact Matrix
8	Strategic Alignment Map
9	External Factor Matrix (PESTLE)
10	Culture Readiness Report
11	Capacity Assessment Summary
12	Organizational Readiness Report
13	Communication Needs Analysis
14	Learning Capability Assessment
15	Initial Risk Register

Formulate the change management strategy · 16–22

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| 16 | Communication Strategy Document |
| 17 | Sponsorship Strategy Matrix + 2–page brief |
| 18 | Stakeholder Engagement Strategy |
| 19 | Change Impact + Readiness Strategy Brief |
| 20 | Learning & Development Strategy |
| 21 | Measurement & Benefit Realization Strategy + KPI spreadsheet |
| 22 | Sustainability Strategy Toolkit |

Develop the change management plans · 23–33

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| 23 | Comprehensive Change Plan (Draft) |
| 24 | Resource Plan |
| 25 | Sponsorship Engagement Calendar + Sponsorship Playbook |
| 26 | Stakeholder Engagement Plan |
| 27 | Communication Plan |
| 28 | L&D Delivery Calendar |
| 29 | Benefit Realization Plan |
| 30 | Sustainability Reinforcement Plan |
| 31 | Change–Project Alignment Matrix |
| 32 | Approved Change Plan |
| 33 | Feedback Dashboard + Two-Way Communication Tracker |

Execute, manage and monitor the change implementation · 34–42

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| 34 | Change Execution Checklist |
| 35 | Resource Deployment Log |
| 36 | Communication Tracker |
| 37 | Sponsor Visibility Report + Coaching Log for Change Agents |
| 38 | Stakeholder Engagement Log + Sentiment Dashboard |
| 39 | Training Tracker |
| 40 | Benefit Realization Tracker |
| 41 | Sustainment Monitoring Sheet |
| 42 | Plan Adjustment Log |

Close the change management effort · 43–45

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| 43 | Outcome Evaluation Report |
| 44 | Lessons Learned Report |
| 45 | Closure & Transition Package |

Appendix 4 – Certificate template (sample)



Document from Leanova Academy (Académie Leanova inc.), syllabus edition of May 2026, laid out by leanova-academy.com. The English version prevails.

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