CAPM (CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. What does risk audit assess?

A. Budget effectiveness

B. Risk anticipation, response effectiveness, strategy efficiency in reducing risk probability

C. Technical achievements

D. Remaining contingency reserves

2. What does force field analysis help create?

A. Diagrams of forces for and against change

B. Graphs for financial analysis

C. Charts for project progress

D. Plans for quality management

3. Which of the following is an aspect of effective listening?

A. Ignoring nonverbal cues

B. Only focusing on the verbal message

C. Observing gestures and asking questions

D. Waiting silently without feedback

4. What is the primary role of project management?

A. Cost estimation

B. Quality control

C. Good communication

D. Stakeholder management

5. Which tools and techniques are used in plan stakeholder management?

A. Expert judgment, Meetings, Analytical techniques

B. Brainstorming, Delphi technique, Benchmarking, SWOT analysis

C. Cost-benefit analysis, Critical path method, Flowcharting, Earned value management

D. Interviews, Focus groups, Surveys, Observations

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6. What do activity duration estimates not include?

A. Reserve analysis adjustments

B. Lags

C. A range of time periods

D. Quantitative assessments of time periods

7. What indicates a cause and effect relationship in quality management tools?

A. Scatter diagrams

B. Run charts

C. Cause and effect diagrams

D. Control charts

8. Which of the following is NOT an input of the sequence activities process?

A. Activity list

B. Work breakdown structure

C. Activity attributes

D. Milestone list

9. What is an output of the develop schedule process?

A. Risk management plan

B. Schedule baseline

C. Quality metrics

D. Stakeholder engagement plan

10. Which of the following is NOT listed as an interpersonal skill for managing a team?

A. Leadership

B. Procrastinating

C. Influencing

D. Effective decision making

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Answers

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1. B
2. A
3. C
4. C
5. A
6. B
7. C
8. B
9. B
10. B

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Explanations

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1. What does risk audit assess?

A. Budget effectiveness

B. Risk anticipation, response effectiveness, strategy efficiency in reducing risk probability

C. Technical achievements

D. Remaining contingency reserves

Risk audit assesses risk anticipation, response effectiveness, and strategy efficiency in reducing risk probability. This involves identifying potential risks, evaluating the effectiveness of the actions taken to address or mitigate those risks, and assessing the overall efficiency of the risk management strategy. Therefore, A, C, and D are incorrect because they do not pertain to the purpose of a risk audit.

2. What does force field analysis help create?

A. Diagrams of forces for and against change

B. Graphs for financial analysis

C. Charts for project progress

D. Plans for quality management

Force field analysis helps create diagrams of forces for and against change. This technique is commonly used in project management to visually represent the factors that support or impede a change within an organization or a project. By identifying and analyzing these forces, project managers can better understand the dynamics at play and make informed decisions on how to manage and navigate through the change process effectively. Option A is the correct choice as it directly aligns with the purpose and outcome of force field analysis.

3. Which of the following is an aspect of effective listening?

A. Ignoring nonverbal cues

B. Only focusing on the verbal message

C. Observing gestures and asking questions

D. Waiting silently without feedback

Observing gestures and asking questions is an aspect of effective listening because it involves paying attention not only to the words being spoken but also to the nonverbal cues such as gestures, tone of voice, and facial expressions. By observing these nonverbal signals and asking questions for clarification or to delve deeper into the topic, the listener can better understand the speaker's message and demonstrate active engagement in the conversation. Option A is incorrect because ignoring nonverbal cues can lead to misunderstandings and missed opportunities to fully comprehend the message being conveyed. Option B is incorrect because effective listening involves not only focusing on the verbal message but also considering the nonverbal aspects of communication. Option D is incorrect because waiting silently without feedback does not indicate active listening or engagement in the conversation. Asking questions and providing feedback are important components of effective listening.

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4. What is the primary role of project management?

A. Cost estimation

B. Quality control

C. Good communication

D. Stakeholder management

The primary role of project management is good communication. Effective communication is essential for project managers to convey goals, expectations, updates, issues, and other important information to team members, stakeholders, and other relevant parties. It helps in aligning everyone towards a common goal, ensuring transparency, and resolving conflicts promptly. While cost estimation, quality control, and stakeholder management are important aspects of project management, good communication plays a central role in ensuring the success of a project.

5. Which tools and techniques are used in plan stakeholder management?

A. Expert judgment, Meetings, Analytical techniques

B. Brainstorming, Delphi technique, Benchmarking, SWOT analysis

C. Cost-benefit analysis, Critical path method, Flowcharting, Earned value management

D. Interviews, Focus groups, Surveys, Observations

The options B, C, and D are incorrect because they represent tools and techniques used in planning other areas of the project, such as risk management and cost management. Option A, on the other hand, includes tools and techniques specifically used for stakeholder management, such as expert judgment and meetings, in order to effectively identify, engage, and communicate with stakeholders throughout the project.

6. What do activity duration estimates not include?

A. Reserve analysis adjustments

B. Lags

C. A range of time periods

D. Quantitative assessments of time periods

Activity duration estimates include the time required to complete an activity without considering any delays or waiting time, which are represented by lags. Lags refer to the waiting time between activities and are not included in the primary activity duration estimates. Therefore, the correct answer is B. Reserve analysis adjustments (Choice A), a range of time periods (Choice C), and quantitative assessments of time periods (Choice D) are all factors that can be considered in developing activity duration estimates.

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7. What indicates a cause and effect relationship in quality management tools?

A. Scatter diagrams

B. Run charts

C. Cause and effect diagrams

D. Control charts

A cause and effect diagram, also known as a Ishikawa or fishbone diagram, is a graphical tool used to identify and analyze potential causes of a problem or process. It helps to visually represent the relationship between an outcome (effect) and the potential factors (causes) that contribute to it. Options A and B, scatter and run charts, are not specific to identifying cause and effect relationships. They are used to visualize data points and trends over time. Option D, control charts, are also used to monitor and analyze data over time but do not directly indicate a cause and effect relationship. Therefore, option C is the best choice for indicating a cause and effect relationship in quality management tools.

8. Which of the following is NOT an input of the sequence activities process?

A. Activity list

B. Work breakdown structure

C. Activity attributes

D. Milestone list

The work breakdown structure is not an input of the sequence activities process because it is created during the define activities process. This process involves breaking down the project scope into smaller, more manageable components, whereas the sequence activities process focuses on organizing these components in a logical order. The other options (activity list, activity attributes, and milestone list) are all inputs to the sequence activities process as they help identify and define the individual activities that need to be performed.

9. What is an output of the develop schedule process?

A. Risk management plan

B. Schedule baseline

C. Quality metrics

D. Stakeholder engagement plan

The correct answer is B: Schedule baseline. During the Develop Schedule process, one of the key outputs is the Schedule Baseline. The Schedule Baseline is a configuration management tool that represents the approved version of the project schedule. It includes the project schedule, plus or minus approved changes. The Schedule Baseline is used as a basis to measure and monitor project progress and performance throughout the project lifecycle. The other options are outputs of different processes: - The Risk Management Plan is an output of the Plan Risk Management process. - Quality metrics are typically an output of the Plan Quality Management process. - The Stakeholder Engagement Plan is usually an output of the Identify Stakeholders process.

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10. Which of the following is NOT listed as an interpersonal skill for managing a team?

A. Leadership

B. Procrastinating

C. Influencing

D. Effective decision making

Interpersonal skills are crucial for effectively managing a team. Among the options provided, "Procrastinating" is not listed as an interpersonal skill for managing a team. In fact, procrastination is considered a negative habit that can hinder project progress and team productivity. On the other hand, leadership, influencing, and effective decision making are vital interpersonal skills that contribute to successful team management and project outcomes.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://capm.examzify.com

We wish you the very best on your exam journey. You've got this!

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