LANDINI CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM) PRACTICE TEST (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 is a RACI chart and how is it used?

A. A risk scoring matrix for prioritization.

B. A communications flow diagram.

C. A responsibility assignment matrix that specifies who is Responsible, Accountable, Consulted, and Informed for tasks; used to clarify roles.

D. A project schedule chart.

2. Qualitative Risk Analysis is used to prioritize risks based on what factors?

A. Severity and detection

B. Cost and schedule impact

C. Risk ownership

D. Probability and impact

3. What is qualitative risk analysis and what purpose does it serve?

A. A subjective assessment of risk probability and impact to prioritize risks for further analysis and response planning.

B. A numerical calculation of expected monetary value.

C. A process for creating a risk response plan.

D. A document listing risks.

4. Which of the following best describes Close Procurements?

A. Finalizing the risk management plan.

B. Negotiating final settlements.

C. Completing each procurement, resolving open items, and closing out contracts and related documents.

D. Performing supplier performance evaluations.

5. In earned value management, which metric is the ratio of Earned Value to Planned Value (EV/PV)?

A. Schedule Performance Index

B. Cost Variance

C. Cost Performance Index

D. Schedule Variance

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6. What is the main output of Plan Risk Management?

A. Risk Register

B. Risk Management Plan

C. Probability and Impact Matrix

D. Risk Breakdown Structure

7. What is a Quality Management Plan?

A. A budget plan for quality tools.

B. A document detailing quality practices, criteria, roles, responsibilities, and acceptance requirements to ensure project outputs meet quality standards.

C. A plan for risk responses.

D. A schedule baseline.

8. Which process uses the schedule baseline to assess deviations and forecast completion?

A. Plan Schedule Management.

B. Control Schedule.

C. Monitor Communications.

D. Close Project.

9. What is a risk register and what information does it contain?

A. A static list of compliance requirements.

B. A living document of identified risks, their characteristics, owners, probability, impact, prioritization, and planned responses.

C. A schedule showing risk mitigation timelines only.

D. A budget line item for risk contingency.

10. With a To-Complete Performance Index (TCPI) of 1.25, which statement best describes the project's status?

A. The remaining work value exceeds remaining funds, indicating a potential overrun

B. The project would need performance improvements to meet the planned budget

C. The project is on track to finish exactly as planned if current rates continue

D. The project is behind schedule

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Answers

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

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Explanations

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1. What is a RACI chart and how is it used?

A. A risk scoring matrix for prioritization.

B. A communications flow diagram.

C. A responsibility assignment matrix that specifies who is Responsible, Accountable, Consulted, and Informed for tasks; used to clarify roles.

D. A project schedule chart.

A RACI chart maps tasks or deliverables to roles and creates a responsibility assignment matrix that specifies who is Responsible, Accountable, Consulted, and Informed for each item. This clarifies ownership and expectations, helping to prevent gaps or overlaps in work. In practice, the person who does the work is Responsible; the person who signs off on the work is Accountable; those whose input is needed are Consulted; and those who must be kept in the loop are Informed. Using a RACI chart improves communication and decision-making, especially when many stakeholders are involved. It's different from a risk scoring matrix, which prioritizes risks, a communications flow diagram, which shows channels, or a project schedule chart, which maps timing.

2. Qualitative Risk Analysis is used to prioritize risks based on what factors?

A. Severity and detection

B. Cost and schedule impact

C. Risk ownership

D. Probability and impact

Qualitative Risk Analysis prioritizes risks by how likely they are to occur and how much they would affect the project's objectives. By giving qualitative ratings to probability and impact, you can place risks on a risk matrix and rank them to focus on the most significant threats. This approach helps determine which risks need immediate attention in the planning process. Cost and schedule impact describe potential consequences, but without considering likelihood you can't properly prioritize. Risk ownership is about who is responsible for addressing a risk, not how risks are ranked. Therefore, the combination of probability and impact is the best basis for prioritizing risks.

3. What is qualitative risk analysis and what purpose does it serve?

A. A subjective assessment of risk probability and impact to prioritize risks for further analysis and response planning.

B. A numerical calculation of expected monetary value.

C. A process for creating a risk response plan.

D. A document listing risks.

Qualitative risk analysis involves subjectively assessing the probability of each risk and its impact using descriptive scales, then using those assessments to rank or prioritize risks for further analysis and for planning responses. This approach helps focus attention and resources on the most significant threats without needing numerical data. It often uses tools like a probability impact matrix to assign a priority level to each risk, guiding where to dig deeper (for example with quantitative analysis) or how to allocate mitigation efforts. This is different from numerical calculations of monetary value, which are part of quantitative risk analysis. It isn't the step where you create a risk response plan, nor is it merely a list of risks—that would be a risk register.

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4. Which of the following best describes Close Procurements?

A. Finalizing the risk management plan.

B. Negotiating final settlements.

C. Completing each procurement, resolving open items, and closing out contracts and related documents.

D. Performing supplier performance evaluations.

Close Procurements is about bringing procurement activities to a formal close. It involves finishing each procurement, clearing any remaining open items, and closing out contracts and all related documentation. This includes confirming that all contractual obligations have been satisfied, handling final payments or settlements as applicable, obtaining final acceptance, and archiving procurement records for future reference. The process ensures that there are no loose ends with suppliers and that resources tied to procurements can be released or reallocated. The other activities belong to different stages or aspects of the project: planning activities like finalizing the risk management plan occur earlier in the project lifecycle; performing supplier performance evaluations is typically part of controlling procurements to assess how well vendors met requirements during execution; and negotiating final settlements can be a component of close procurements but does not by itself describe the full closure of contracts and documentation.

5. In earned value management, which metric is the ratio of Earned Value to Planned Value (EV/PV)?

A. Schedule Performance Index

B. Cost Variance

C. Cost Performance Index

D. Schedule Variance

In earned value management, the ratio of Earned Value to Planned Value is called the Schedule Performance Index. It measures schedule efficiency by comparing the value of work actually performed (EV) to the value that was planned to be completed (PV). Interpreting SPI: if it equals 1, you're exactly on the planned schedule; if it's greater than 1, you're delivering value faster than planned (ahead of schedule); if it's less than 1, you're behind schedule. For example, with PV of 1,000 and EV of 800, SPI is 0.8, indicating the project is progressing at 80% of the planned pace. The other metrics capture different aspects: CPI (EV/AC) reflects cost efficiency, while Schedule Variance (EV - PV) and Cost Variance (EV - AC) indicate the absolute differences in value or cost rather than the efficiency ratio.

6. What is the main output of Plan Risk Management?

A. Risk Register

B. Risk Management Plan

C. Probability and Impact Matrix

D. Risk Breakdown Structure

Planning how to manage risk defines the project's risk management framework. The main output is the Risk Management Plan, a document that lays out the approach, processes, roles and responsibilities, timing, budget for risk activities, and the tools and formats used to manage risk across the project. It specifies the methodology to be used, how often risk reviews occur, how risks will be categorized, and the criteria or thresholds for taking action. It may include details like the risk probability and impact matrix, but these are elements within the plan rather than separate outputs. The Risk Register is produced later as risks are identified, and the Risk Breakdown Structure is a way to organize those risks, not the plan itself.

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7. What is a Quality Management Plan?

A. A budget plan for quality tools.

B. A document detailing quality practices, criteria, roles, responsibilities, and acceptance requirements to ensure project outputs meet quality standards.

C. A plan for risk responses.

D. A schedule baseline.

A Quality Management Plan defines how quality will be managed throughout the project. It lays out the quality practices to be used, the criteria and metrics for judging quality, who is responsible for each quality activity, and the acceptance requirements that outputs must meet before they can be delivered. This makes quality an explicit part of the plan, guiding audits, process improvements, and how success will be measured, so everyone knows what "quality" means for this project and how to achieve it. This is the best choice because it directly describes a document that specifies the methods, standards, roles, and acceptance criteria needed to ensure project outputs align with quality expectations. The other options focus on different areas: a budget-oriented approach to quality tools is too narrow, a plan for risk responses addresses risks rather than quality, and a schedule baseline concerns timing and sequencing rather than quality criteria and ownership.

8. Which process uses the schedule baseline to assess deviations and forecast completion?

A. Plan Schedule Management.

B. Control Schedule.

C. Monitor Communications.

D. Close Project.

Tracking performance against the approved schedule baseline to identify deviations and forecast finish dates is the work of controlling the schedule. The schedule baseline is the committed version of the project timeline, and controlling the schedule compares actual progress to this baseline, analyzes variances, and uses that information to predict when the project will be completed. This process keeps the schedule realistic by updating it as needed and guiding corrective or preventive actions to stay on track. Other activities focus on planning how to manage the schedule, communicating with stakeholders, or closing the project—areas that set up or wrap up the work rather than continuously measuring performance against the plan.

9. What is a risk register and what information does it contain?

A. A static list of compliance requirements.

B. A living document of identified risks, their characteristics, owners, probability, impact, prioritization, and planned responses.

C. A schedule showing risk mitigation timelines only.

D. A budget line item for risk contingency.

A risk register is a living document used to capture identified risks and how they will be managed. It records each risk with a clear description, the likelihood of occurrence, the potential impact on project objectives, and who is responsible for addressing it. It also notes how risks are prioritized (often through a risk rating), what triggers signal when a risk is becoming active, and the planned responses or mitigation actions. Additional fields commonly include the status of the risk, target dates, and any contingency plans or actions taken. Because it's updated as the project progresses and new risks emerge, it remains a current tool for monitoring and controlling risk throughout the project lifecycle. Static lists of compliance requirements miss the dynamic, risk-focused nature of this tool. A schedule showing only mitigation timelines omits probability, impact, ownership, and ongoing monitoring. A budget line item for risk contingency focuses on cost rather than the full set of risk information and responsibility.

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10. With a To-Complete Performance Index (TCPI) of 1.25, which statement best describes the project's status?

A. The remaining work value exceeds remaining funds, indicating a potential overrun

B. The project would need performance improvements to meet the planned budget

C. The project is on track to finish exactly as planned if current rates continue

D. The project is behind schedule

TCPI tells you how hard you must work financially to finish the project within the budget. A TCPI greater than 1 means you must improve cost performance to meet the planned budget. With a TCPI of 1.25, you'd need about 25% more efficiency than the original plan for the remaining work to stay on budget, so the project would require performance improvements to meet the planned budget. Schedule alone isn't what TCPI measures, so interpreting this as "on track" or "behind schedule" isn't accurate. If TCPI were exactly 1, you'd be on track to finish on budget at the current pace; below 1 means you could finish under budget with less than the planned efficiency.

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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://landinicapm.examzify.com

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

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