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

STUDY GUIDE

SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

https://capm.examzify.com

Table of Contents

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.

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!

Questions

1. What is the primary goal of colocation in project teams?

A. To reduce project costs

B. To improve communications and productivity among team members

C. To implement remote working technologies

D. To decrease the time required for project completion

2. What does an output in project management refer to?

A. A formal approval by the project stakeholders

B. A technical specification for product development

C. A deliverable, result, or service generated by a process

D. An initiation document of the project

3. What are inputs of the perform quality assurance process?

A. Team motivation strategies, project budget, project scope, stakeholder inputs

B. Process improvement plan, quality metrics, quality control measurements, project documents

C. Financial reports, legal documents, marketing strategies, vendor contracts

D. Stakeholder expectations, environmental impact reports, technology upgrades, competitor analysis

4. What does business value refer to?

A. The financial valuation of a business according to its balance sheet

B. The market share and positioning of a business

C. The entire value of a business, including all tangible and intangible elements

D. The net profit that a business aims to achieve in a fiscal year

5. What characterizes a technique in the context of project management?

A. A set of guidelines for stakeholder engagement

B. A systematic series of steps to achieve a result

C. A high-level approach to strategic planning

D. A blueprint for the project's architecture

6. What does the warranty potentially cover besides product usability?

A. Competitors' product comparisons

B. Employee training costs

C. Downtime and maintenance costs

D. Advertisement expenses

7. What is a control account?

A. A financial account for the project budget

B. A document outlining project scope

C. The management control point at which integration of scope, budget, and schedule takes place

D. A list of project resources

8. How is the number of potential communication channels calculated?

A. n(n-1)/2

B. n(n+1)/2

C. n^2

D. 2n

9. What are the tools and techniques of manage stakeholder engagement?

A. Communication methods, interpersonal skills, management skills

B. Information management systems, expert judgment, meetings

C. Work performance data, issue logs

D. Change requests, org process assets updates

10. Which of these is NOT a ten knowledge area of project management?

A. Integration

B. Innovation

C. Risk

D. HR

Answers

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

Explanations

1. What is the primary goal of colocation in project teams?

A. To reduce project costs

B. To improve communications and productivity among team members

C. To implement remote working technologies

D. To decrease the time required for project completion

The primary goal of colocation in project teams is to improve communications and productivity among team members. When team members are collocated, it becomes easier for them to interact in person, have spontaneous discussions, and build stronger relationships. This, in turn, leads to better collaboration, increased efficiency, and improved project outcomes. The other options, such as reducing project costs, implementing remote working technologies, or decreasing project completion time, may be factors impacted by colocation but are not the primary goal of this practice.

2. What does an output in project management refer to?

A. A formal approval by the project stakeholders

B. A technical specification for product development

C. A deliverable, result, or service generated by a process

D. An initiation document of the project

An output in project management refers to a deliverable, result, or service generated by a process. This output is the tangible or intangible product that is produced as a result of executing a process within a project. Outputs are measurable and can be used to assess the progress and success of a project. Option A, a formal approval by the project stakeholders, is incorrect because it refers to a project approval process rather than the tangible product of a process. Option B, a technical specification for product development, is incorrect because it refers to a document detailing the technical requirements for developing a product, which is different from the output itself. Option D, an initiation document of the project, is incorrect because it refers to a document that formally authorizes the existence of a project, not the actual output of the project management process.

3. What are inputs of the perform quality assurance process?

A. Team motivation strategies, project budget, project scope, stakeholder inputs

B. Process improvement plan, quality metrics, quality control measurements, project documents

C. Financial reports, legal documents, marketing strategies, vendor contracts

D. Stakeholder expectations, environmental impact reports, technology upgrades, competitor analysis

The inputs of the perform quality assurance process are determined by what information is needed in order to evaluate the quality of the project. In this case, the other options listed do not directly relate to quality assurance. Team motivation strategies, project budget, project scope, and stakeholder inputs are more closely related to project management and may indirectly impact the quality of the project. Financial reports, legal documents, marketing strategies, and vendor contracts are more geared towards corporate operations and may only have an effect on the project's quality through their influence on the organization as a whole. Finally, stakeholder expectations, environmental impact reports, technology upgrades, and competitor analysis do not directly impact the quality of the project and may instead only provide context or background information. Therefore, B is the best answer as the other choices do not directly contribute to the perform quality assurance process.

4. What does business value refer to?

A. The financial valuation of a business according to its balance sheet

B. The market share and positioning of a business

C. The entire value of a business, including all tangible and intangible elements

D. The net profit that a business aims to achieve in a fiscal year

Business value refers to the entire value of a business, encompassing all tangible and intangible elements that contribute to its worth. This includes factors such as assets, brand reputation, intellectual property, customer relationships, and more. It goes beyond just financial metrics like profit or market share and considers a holistic view of the business's value proposition. Hence, option C is the correct choice.

5. What characterizes a technique in the context of project management?

A. A set of guidelines for stakeholder engagement

B. A systematic series of steps to achieve a result

C. A high-level approach to strategic planning

D. A blueprint for the project's architecture

A is incorrect because a technique is not limited to stakeholder engagement, it can also encompass other aspects of project management such as scheduling and budgeting. C is incorrect because a technique is not focused on strategic planning, but rather on practical steps that can be taken to achieve a specific result. D is incorrect because a technique is not a static blueprint, but rather a dynamic and adaptable series of steps to achieve a result.

6. What does the warranty potentially cover besides product usability?

A. Competitors' product comparisons

B. Employee training costs

C. Downtime and maintenance costs

D. Advertisement expenses

The correct answer is C. Downtime and maintenance costs. Warranty typically covers any unexpected issues or malfunctions with the product after the purchase. In addition to ensuring the product's usability, a warranty may also cover costs related to downtime (loss of productivity due to the product not functioning) and maintenance (repairs or upkeep necessary to keep the product in working order). Options A, B, and D are incorrect because competitors' product comparisons, employee training costs, and advertisement expenses are not typically covered by product warranties.

7. What is a control account?

A. A financial account for the project budget

B. A document outlining project scope

C. The management control point at which integration of scope, budget, and schedule takes place

D. A list of project resources

A control account is the management control point at which integration of scope, budget, and schedule takes place. This means that it is a specific point in the project where the project manager monitors and controls the project's scope, budget, and schedule. By using control accounts, project managers can ensure that the project stays on track and within budget by closely monitoring these key aspects of the project. The other options are incorrect because they do not accurately define what a control account is in the context of project management.

8. How is the number of potential communication channels calculated?

A. n(n-1)/2

B. n(n+1)/2

C. n^2

D. 2n

The number of potential communication channels in a project team is calculated using the formula n(n-1)/2, where 'n' represents the number of people in the team. This formula is derived from the concept that each team member can potentially communicate with every other team member except themselves. Therefore, by multiplying the total number of team members (n) by the total number of team members minus one (n-1) and dividing by two, we account for every possible communication channel while eliminating duplication. This formula ensures an accurate calculation of the potential communication channels within a project team.

9. What are the tools and techniques of manage stakeholder engagement?

A. Communication methods, interpersonal skills, management skills

B. Information management systems, expert judgment, meetings

C. Work performance data, issue logs

D. Change requests, org process assets updates

Communication methods, interpersonal skills, and management skills are all tools and techniques used to manage stakeholder engagement. These options allow project managers to effectively communicate with stakeholders, build and maintain relationships, and effectively manage any potential conflicts or concerns that may arise. Meeting and information management systems may also be useful, but they are not the primary tools and techniques for managing stakeholder engagement. Work performance data and issue logs are tools used for monitoring and controlling project performance, while change requests and org process assets updates are used for making changes to project plans and processes. Therefore, A is the most comprehensive and accurate answer.

10. Which of these is NOT a ten knowledge area of project management?

A. Integration

B. Innovation

C. Risk

D. HR

The ten knowledge areas of project management are Integration, Scope, Time, Cost, Quality, Procurement, Human Resource, Communications, Risk, and Stakeholder Management. Out of these, Innovation is not one of the knowledge areas. It is important to note that although innovation is not one of the knowledge areas, it is often integrated and utilized throughout all aspects of project management. Option A (Integration), C (Risk), and D (Human Resource) are all valid knowledge areas in project management, so they are not the correct answer. Therefore, B (Innovation) is the only incorrect option as it is not a recognized knowledge area in project management.

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!