

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.

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

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1. Which diagram would you use to group related findings?

- A. Fishbone Diagram
- B. Data Flow Diagram
- C. Mind Map
- D. Affinity Diagram

2. Urgency differs from Proximity in that:

- A. Urgency refers to the period of time before a risk might have an impact on one or more project objectives, while Proximity refers to the ease at which the results of the risk occurring can be detected.
- B. Urgency refers to the ease at which the outcome of a risk can be controlled, while Proximity refers to the period of time before a risk might have an impact on one or more project objectives.
- C. Urgency refers to the period of time within which a risk response must be implemented to be effective, while Proximity refers to the period of time before a risk might have an impact on one or more project objectives.
- D. Urgency refers to the period of time before a risk might have an impact on one or more project objectives, while Proximity refers to the period of time within which a risk response must be implemented to be effective.

3. Which output is produced by Plan Communications Management?

- A. Stakeholder register.
- B. Communications management plan.
- C. Quality metrics.
- D. Procurement management plan.

4. In quality management, which activity focuses on preventing defects by improving processes?

- A. Inspects deliverables to verify they meet requirements.
- B. Defines customer acceptance criteria.
- C. Assigns project roles.
- D. Focuses on process improvement to prevent defects.

5. Which document defines the project scope and deliverables?

- A. Scope Statement
- B. Traceability Matrix
- C. Gantt Chart
- D. Stakeholder Engagement Matrix

6. What is the Assumption Log used for?

- A. To track resource allocations.
- B. To document and track assumptions and constraints identified during planning for ongoing validation and risk management.
- C. To summarize lessons learned.
- D. To record stakeholder communications.

7. In communications management, what is the purpose of the communications requirements analysis?

- A. To determine what information stakeholders need, when they need it, and how best to deliver it.
- B. To determine the project budget.
- C. To assign team roles.
- D. To update risk responses.

8. Which risk response option reduces probability or impact of a risk?

- A. Mitigation
- B. Transference
- C. Acceptance
- D. Exploit

9. What does Plan Communications Management determine?

- A. The information needs of stakeholders and the most effective ways, formats, and frequencies to communicate with them.
- B. The project budget and cost baselines.
- C. The scope baseline and WBS.
- D. The risk register and response strategies.

10. Which risk response involves shifting the risk impact to a third party, such as through outsourcing or insurance?

- A. Risk Avoidance
- B. Risk Mitigation
- C. Risk Transfer
- D. Risk Acceptance

Answers

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

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Explanations

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1. Which diagram would you use to group related findings?

- A. Fishbone Diagram
- B. Data Flow Diagram
- C. Mind Map
- D. Affinity Diagram**

Grouping related findings relies on sorting many observations into natural clusters based on similarity, so patterns and themes emerge rather than focusing on individual items. An affinity diagram is designed precisely for this: you write each finding on a separate note and work with others to place notes into groups that share a common theme, without imposing predefined categories. Once the clusters form, you label each group to capture its essence, which helps reveal overarching patterns, reduce duplication, and align stakeholders on the main insights. This approach is especially helpful during requirements gathering and user research to surface themes from raw data. Other diagrams serve different purposes. A fishbone diagram organizes potential causes into branches for root-cause analysis. A data flow diagram maps how information moves through a system, focusing on processes and data stores. A mind map organizes ideas around a central concept with branches showing relationships, which can help explore connections but isn't primarily about systematically clustering a large set of findings into unlabeled groups.

2. Urgency differs from Proximity in that:

- A. Urgency refers to the period of time before a risk might have an impact on one or more project objectives, while Proximity refers to the ease at which the results of the risk occurring can be detected.
- B. Urgency refers to the ease at which the outcome of a risk can be controlled, while Proximity refers to the period of time before a risk might have an impact on one or more project objectives.
- C. Urgency refers to the period of time within which a risk response must be implemented to be effective, while Proximity refers to the period of time before a risk might have an impact on one or more project objectives.**
- D. Urgency refers to the period of time before a risk might have an impact on one or more project objectives, while Proximity refers to the period of time within which a risk response must be implemented to be effective.

Understanding how urgency and proximity differ helps you decide when to act on risks. Urgency is about how soon you must implement a risk response to make it effective—it's the deadline for taking action. Proximity is about when the risk could actually affect objectives—how close in time the potential impact is. For example, if a risk could delay a critical activity, proximity tells you the date the delay would start to affect the schedule, while urgency tells you by what date you must have a mitigation or contingency in place to prevent or lessen that delay. That distinction is why the statement that Urgency refers to the period of time within which a risk response must be implemented to be effective, while Proximity refers to the period of time before a risk might have an impact on objectives best captures the difference.

3. Which output is produced by Plan Communications Management?

- A. Stakeholder register.
- B. Communications management plan.**
- C. Quality metrics.
- D. Procurement management plan.

Plan Communications Management is about deciding how information will flow to everyone involved in the project. The main output is the Communications Management Plan, a formal document that specifies who needs what information, when it will be provided, in what format, through which channels, and by whom. It also outlines information requirements, distribution logistics, feedback loops, and escalation paths, so everyone stays in the loop and expectations are aligned. This plan acts as the blueprint for all project communications and helps ensure timely, appropriate, and consistent sharing of information. Other options relate to different planning areas. The stakeholder register comes from identifying stakeholders, quality metrics come from planning for quality, and the procurement management plan comes from planning how to acquire goods and services.

4. In quality management, which activity focuses on preventing defects by improving processes?

- A. Inspects deliverables to verify they meet requirements.
- B. Defines customer acceptance criteria.
- C. Assigns project roles.
- D. Focuses on process improvement to prevent defects.**

Preventing defects by improving processes is about building quality into how work is done. It focuses on identifying root causes of problems, reducing variation, and making systemic changes so defects don't occur in the first place. That preventive mindset is what drives process improvement efforts, using methods like PDCA, Six Sigma, or Lean to refine workflows and controls. Inspecting deliverables, by contrast, verifies whether outputs meet requirements after they're produced, which detects defects rather than prevents them. Defining customer acceptance criteria sets what quality means to the customer but doesn't describe how to prevent issues in the process. Assigning project roles is about organizing the team and governance, not directly about preventing defects through process changes.

5. Which document defines the project scope and deliverables?

- A. Scope Statement**
- B. Traceability Matrix
- C. Gantt Chart
- D. Stakeholder Engagement Matrix

Defining what the project will deliver and the boundaries of what is included is captured in a scope statement. This document lays out the project objectives, the major deliverables, and the criteria for acceptance, along with any constraints and assumptions. It creates a clear baseline for what's in scope and what's out of scope, guiding the team and helping prevent scope creep. The other documents have different roles: a traceability matrix links requirements to deliverables or tests; a Gantt chart shows schedule and timing of activities; a stakeholder engagement matrix outlines how stakeholders will be involved. So the scope statement is the document that explicitly defines the project scope and the deliverables.

6. What is the Assumption Log used for?

- A. To track resource allocations.
- B. To document and track assumptions and constraints identified during planning for ongoing validation and risk management.
- C. To summarize lessons learned.**
- D. To record stakeholder communications.

The Assumption Log is a living record that captures assumptions and constraints identified during planning so they can be tracked, validated, and managed throughout the project. Assumptions are things you believe to be true for planning purposes, while constraints are the limits that shape how you can execute the project. By documenting these early on, the team can monitor whether the assumptions hold as reality unfolds, revisit them when new information emerges, and use them to inform risk management and decision-making. If an assumption proves invalid or a constraint changes, you adjust plans and respond to risks accordingly. This log isn't for tracking resource allocations, summarizing lessons learned, or recording stakeholder communications—those tasks belong to other areas (resource management, lessons learned, and communications, respectively).

7. In communications management, what is the purpose of the communications requirements analysis?

- A. To determine what information stakeholders need, when they need it, and how best to deliver it.**
- B. To determine the project budget.
- C. To assign team roles.
- D. To update risk responses.

The main idea here is to identify exactly what information each stakeholder needs, when they need it, and how they should receive it. By clarifying who needs what information, the timing of that information, and the most effective delivery methods (formats and channels), you lay the groundwork for a solid communications plan. This ensures stakeholders receive the right data at the right time in the most useful form, which helps decisions be informed, expectations stay aligned, and the project stay on track. The analysis draws on the stakeholder register and information needs to determine who communicates with whom, what content is required, how often, and through which channels. It's about designing communications to fit stakeholder needs, not about budgeting, assigning team roles, or adjusting risk responses, which belong to other areas of project management.

8. Which risk response option reduces probability or impact of a risk?

- A. Mitigation**
- B. Transference
- C. Acceptance
- D. Exploit

Reducing the probability or impact of a risk is the aim of mitigation. By taking proactive actions—such as adding extra quality checks, redesigning a process, or implementing fail-safes—you lower either the chance the risk occurs or the severity of its effect if it does occur. Transference shifts the risk to someone else, like purchasing insurance or outsourcing, so the risk is borne by another party rather than reduced. Acceptance means you acknowledge the risk and do nothing to change it, often planning contingencies rather than cutting the risk itself. Exploit focuses on turning a positive risk into an opportunity, not on reducing a threat.

9. What does Plan Communications Management determine?

- A. The information needs of stakeholders and the most effective ways, formats, and frequencies to communicate with them.
- B. The project budget and cost baselines.
- C. The scope baseline and WBS.
- D. The risk register and response strategies.

The main idea being tested is how to plan stakeholder communication. Plan Communications Management determines what information stakeholders need and the best ways to deliver it—who should receive what, through which formats, via which channels, and how often. This creates a clear blueprint for messages, ensuring timely, appropriate, and effective communication throughout the project. It focuses on aligning the information flow with stakeholder needs and expectations, using formats like reports or presentations and channels like email, meetings, or dashboards, and setting the frequency of updates. The other areas—budget and cost baselines, scope baseline and WBS, and risk registers with response plans—belong to different planning processes (cost, scope, and risk management), not communications planning.

10. Which risk response involves shifting the risk impact to a third party, such as through outsourcing or insurance?

- A. Risk Avoidance
- B. Risk Mitigation
- C. Risk Transfer
- D. Risk Acceptance

Transferring risk to a third party means shifting the responsibility and financial impact of a risk to someone else, typically through outsourcing or purchasing insurance. By outsourcing a task, you rely on another organization to absorb the risk of performance, delays, or failures. By buying insurance, you transfer the potential financial loss to the insurer. The risk isn't eliminated; it's ownership of the consequence that moves to another party through a contract or policy. This is different from avoiding the risk (choosing not to undertake the activity at all), mitigating the risk (reducing its probability or impact while you still bear responsibility), or accepting the risk (acknowledging it and doing nothing to change the exposure).

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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