

Certified Professional Contract Manager™ (CPCM™) Exam Preparation

CPCM™ Examination Preparation Programme

Course Strapline

Prepare systematically for the NCMA CPCM examination through structured competency review, scenario-based application, practice questions and exam-focused revision.

Course at a Glance

Course Duration	Five days / 25 instructional hours	Delivery Modes	Classroom Live Virtual Blended In-company
Level	Certification Preparation	Digital Materials	Structured review, scenario questions, practice examinations, answer analysis and personal study planning
Certificate	CPCM™ exam preparation; credential awarded by NCMA	Professional Recognition	PMI Talent Triangle® - 25 PDUs

PMI Talent Triangle® and Professional Development Units (PDUs)

Total PDUs: 25	Ways of Working: 10	Power Skills: 6	Business Acumen: 9
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Course Overview

The Certified Professional Contract Manager™ (CPCM™) Exam Preparation course is an intensive five-day review programme for experienced professionals preparing for the NCMA CPCM examination. Revision is organised around relevant contract-management competencies using scenario questions, practical interpretation, answer analysis and exam strategy. The emphasis is on recall and the judgement needed to select the best response in applied situations. Eligibility, examination administration and certification remain the responsibility of NCMA.

Learning Outcomes

By the end of this course, you will be able to:

- Organise CPCM preparation around a structured competency framework covering acquisition, formation, execution, business acumen, leadership and professional responsibilities.
- Apply contract-management principles to scenario questions and distinguish plausible distractors from the best available response.
- Identify knowledge gaps through diagnostic and timed practice and improve question-reading, pacing and answer selection.
- Analyse errors by concept, judgement pattern and exam behaviour and target revision accordingly.
- Create a focused revision plan and use authoritative NCMA information to confirm current requirements.

Benefits

Benefits to the Individual • Organise CPCM revision around a clear competency framework. • Strengthen scenario judgement and best-answer selection. • Identify gaps through diagnostic and timed practice. • Build a targeted final revision plan.	Benefits to the Organisation • Strengthen broad contract-management knowledge and judgement. • Reinforce commercial, governance and ethical decision-making. • Support structured development of experienced professionals. • Encourage evidence-based learning and capability improvement.
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Who Should Attend?

Designed for experienced contract managers pursuing CPCM certification; commercial and procurement professionals with substantial contract-management responsibility; and specialists preparing to demonstrate broader professional mastery.

Prerequisites and Equipment

Participants should review current NCMA eligibility, application and examination requirements before enrolment. Relevant contract-management experience is strongly recommended. The course does not replace NCMA experience or eligibility requirements. Participants should bring current authorised NCMA candidate guidance where available.

Learning Approach

The programme combines diagnostic assessment, competency review, scenario workshops, distractor analysis, timed question sets, a mixed-topic practice examination and revision planning. Participants apply contract-management principles, justify the best response, analyse weaker alternatives and maintain a knowledge-gap log. The learning culminates in a targeted readiness plan.

Digital Learning Materials

Digital participant resources support classroom, virtual and blended learning and may include:

- Digital workbook and structured CPCM competency-review notes.
- Diagnostic, scenario-based and timed mixed-topic practice sets.
- Knowledge-gap logs, distractor-analysis job aids and study-planning tools.
- Exam-strategy guidance covering pacing, triage, best-answer logic and targeted revision.
- Reusable readiness assessment, performance profile and revision plan.

Assessment, Certification and Professional Recognition

Completion requires participation in the five-day review and scenario workshops; diagnostic, timed and mixed-domain practice; review of incorrect responses; and a final readiness plan. An INDENTRA completion record may be provided where applicable. Completion does not award the CPCM™ credential or determine eligibility. NCMA controls eligibility, examination administration and certification; candidates must verify current requirements. Any NCMA CPE/CLP claim is subject to current NCMA rules and documentation. Eligible PMI credential holders may claim 25 Education PDUs: 10 Ways of Working, 6 Power Skills and 9 Business Acumen.

Course Outline

The course comprises five integrated modules and 25 instructional hours, typically over five days, moving from diagnostic review through formation, execution and professional competencies to exam simulation and a final readiness plan. Current NCMA guidance controls examination specifications.

Module 1 - CPCM Preparation Framework and Diagnostic Review

Establish the certification-preparation framework, diagnose current strengths and gaps and organise revision around disciplined contract-management judgement.

- Understanding the certification journey and exam-preparation process.
- Diagnostic assessment and personal gap analysis.
- Contract-management principles and professional judgement.
- Acquisition and pre-award concepts and building an evidence-based study plan.

Applied Activity - Readiness Assessment and Study-Plan Baseline

Participants complete a diagnostic review and convert weak areas into a prioritised study plan.

Module 2 - Contract Formation and Commercial Decision-Making

Review formation, sourcing, negotiation, pricing and commercial-risk concepts and apply them to scenario-based examination questions.

- Requirements, solicitation and source-selection concepts.
- Negotiation and contract formation.
- Contract types, pricing and risk concepts.
- Terms, conditions and key commercial considerations with scenario-based question practice.

Applied Activity - Scenario-Question Workshop

Participants work through formation and commercial scenarios, justify the best response and analyse weaker alternatives.

Module 3 - Contract Execution, Performance and Administration

Review post-award governance, performance, changes, claims, records, compliance and closeout concepts through applied practice.

- Post-award administration and governance.
- Performance, quality and supplier management.
- Changes, claims, disputes and closeout concepts.
- Records, compliance and ethical responsibilities with applied answer analysis.

Applied Activity - Timed Execution and Administration Question Set

Participants complete and analyse a timed set covering post-award administration, performance, changes, claims and closeout.

Module 4 - Business Acumen, Leadership and Professional Responsibilities

Integrate financial, business, leadership, communication, ethics, risk and organisational-context judgement in mixed scenarios.

- Financial and business considerations.
- Leadership, communication and stakeholder judgement.
- Ethics, integrity and professional conduct.
- Risk, compliance and organisational context with integrated scenario practice.

Applied Activity - Integrated Scenario and Distractor Review

Participants analyse mixed scenarios, identify the governing principle and explain why alternatives are weaker.

Module 5 - Exam Simulation, Review and Final Readiness Plan

Test readiness under time pressure, identify remaining weaknesses and convert performance evidence into a focused final revision strategy.

- Timed mixed-domain practice examination.
- Question triage and time management.
- Distractor analysis and best-answer logic.
- Targeted revision of weak areas and final personal exam-readiness planning.

Applied Activity - Practice Examination and Final Revision Roadmap

Participants complete a mixed-topic simulation, analyse performance and build a targeted final revision plan.

Tools, Frameworks and Practical Outputs

Participants build a practical set of CPCM preparation outputs through diagnostic, scenario and timed practice:

- CPCM preparation gap analysis and personal knowledge / error log.
- Scenario decision-logic notes and distractor-analysis checklist.
- Timed practice performance profile and targeted revision checklist.
- Final exam-readiness and personal study plan.

Delivery Modes Available

Live Classroom | Live Virtual Classroom | Blended Learning | Corporate / In-company. Classroom delivery uses facilitated review, scenario questions, timed practice and answer analysis. Live virtual delivery uses interactive review, timed sets and guided analysis. Blended learning combines preparation, live review, practice assignments and follow-up. Corporate delivery may adapt sequencing and examples while preserving the stated outcomes and current authorised exam guidance.

Course Enquiries

Visit www.indentra.co.uk/certified-professional-contract-manager-cpcm-exam-preparation for the latest course information, delivery availability and enquiry options.