CPCM Exam Prep Course: Study Plan, Lifecycle Review and Timed Question Practice

23 – 27 November 2026
Tokyo

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Programme Summary

CPCM exam prep is the subject of this one-week training course for contract managers and contracts professionals, ending in a personal exam study plan backed by a bank of timed practice questions. Candidates often know their own contracts well but meet the exam's wider body of knowledge unevenly, so revision leaves gaps in risk, ethics and closeout. The programme moves from the contract lifecycle to planning, solicitation, award, administration, closeout and timed question practice. Mars Training Centre UK delivers this programme on CPCM exam prep to mixed-organisation cohorts.

The Business Case

Construction owners, public bodies, energy operators and technology suppliers all depend on contract professionals who can apply one common body of knowledge. Individual revision tends to concentrate on familiar topics and leaves weak areas untested until the exam itself. Sponsors who fund structured preparation gain managers who handle the whole lifecycle with the same vocabulary and judgement.

- Knowledge Gaps: Fall when weak topics are found early through diagnostic questions and targeted review.
- Decision Consistency: Improves when teams apply the same lifecycle stages and risk language.
- Study Time: Is used better when a written plan replaces unstructured reading.

Principles and Evidence Base

- Contract Management Body of Knowledge: The reference text that listings for the exam point to, applied in Sessions 1 to 4 as the structure for review.
- Contract Lifecycle Stages: Planning, solicitation, award, administration and closeout, applied in Sessions 2 and 3 to organise questions and notes.
- Risk and Ethics Principles: Cover allocation of risk and professional conduct in contracting, applied in Session 4 to scenario questions.
- Practice Question Method: Uses timed questions to expose weak topics, applied in Sessions 1 and 5 to diagnosis and rehearsal.

Intended Participants

- Contract managers who administer agreements and wish to test their knowledge against the full lifecycle.
- Contracts professionals who prepare for the exam and need a structured revision route.
- Procurement and commercial leads who move between pre-award and post-award work.
- Team leaders who sponsor colleagues preparing for the exam.

Typical settings include construction and infrastructure, public sector purchasing, energy and technology supply.

Learning Outcomes

1. Participants will be able to evaluate their current knowledge of the body of knowledge through diagnostic questions.
2. Participants will be able to construct a study plan that allocates revision time by topic weakness.
3. Participants will be able to diagnose why wrong answers were chosen in planning, solicitation and award questions.
4. Participants will be able to prioritise review of administration, change and closeout topics.
5. Participants will be able to justify answers to risk and ethics scenarios using stated principles.
6. Participants will be able to design an exam day routine for pacing and review under time limits.

Programme Structure

Day 1: CPCM Exam Prep Foundations and Diagnostic Review

What does the exam cover, and where are the personal gaps?

- Body of Knowledge Map
- Diagnostic Question Set
- Topic Confidence Grid
- Study Plan Template
- Answer Error Log

Day 2: Planning, Solicitation and Award

How do pre-award decisions appear in exam questions?

- Requirement and Procurement Planning Review
- Solicitation Document Checklist
- Evaluation and Source Selection Review
- Pricing and Contract Type Comparison
- Award Decision Question Drill

Day 3: Administration, Change and Closeout

How are performance, change and completion tested after award?

- Performance Monitoring Review
- Change Control and Modification Review
- Claims and Dispute Handling Review
- Closeout and Records Checklist
- Post-Award Question Drill

Day 4: Risk, Ethics and Scenario Questions

How are risk allocation and professional conduct judged in scenarios?

- Risk Allocation Matrix
- Ethics Dilemma Case Set
- Scenario Question Reading Method
- Distractor Elimination Technique
- Weak Topic Retest

Day 5: Personal Exam Study Plan and Timed Practice

Do the earlier tools join into a plan that carries a candidate to the exam?

- Applying the Session 1 Error Log
- Rehearsing Session 2 Pre-Award Questions
- Rehearsing Session 3 Post-Award Questions
- Timed Mixed Question Set
- Completing the Personal Exam Study Plan

Methodology

The programme uses a structured exercise built on timed practice questions grouped by lifecycle stage. Participants answer, mark and analyse their own errors, then explain reasoning to peers acting as a study group. Each session ends with an updated confidence grid so that revision time moves to the topics where answers remain weakest.

- Suggested activity: Sorting twenty missed questions by cause such as knowledge gap, misreading or time pressure.
- Suggested activity: Teaching one lifecycle stage to the group in five minutes.
- Suggested activity: Sitting a timed mixed set and reviewing pacing afterwards.

Capstone Output

Each participant completes a personal exam study plan. It holds a diagnostic result, a topic confidence grid, a revision calendar by lifecycle stage, an error log with corrective notes, a risk and ethics summary sheet and an exam day pacing routine. After the programme it guides independent revision and a final timed rehearsal.

Frequently Asked Questions

Is CPCM exam prep suitable for contracts professionals who have not studied the body of knowledge before?

Yes. CPCM exam prep starts with a diagnostic and a body of knowledge map. The programme assumes daily work on contracts, but no earlier revision for the exam.

Which reference does CPCM exam prep rest on in this programme?

CPCM exam prep rests on the Contract Management Body of Knowledge, organised by lifecycle stage, together with risk and ethics principles and a timed practice question method.

How is the plan from CPCM exam prep used at work?

You use the CPCM exam prep study plan to schedule revision around your job, target weak topics, track progress and rehearse timed answers before sitting the exam.

How does CPCM exam prep differ from a programme on contract management and administration?

CPCM exam prep concentrates on revision, practice questions and exam technique across the lifecycle, while a contract management and administration programme concentrates on running live agreements.