



# CPM Test Preparation Courses

Prepare students for the following CPM Exams:



## MODULE 1: PURCHASING PROCESS (95 QUESTIONS)

### Part A. Identifying Requirements

- |     |   |             |
|-----|---|-------------|
| 101 | Establish procurement plans and make decisions necessary to purchase products or services in congruence with organizational objectives and sourcing strategies. | 6 questions |
| 102 | Review purchase requisitions in accordance with organizational requirements and/or budgetary constraints  | 3 questions |
| 103 | Determine appropriate methods of procurement  | 6 questions |
| 104 | Perform cost/benefit analyses on planned acquisitions   | 5 questions |
| 105 | Review supplier samples and/or demonstrations with the buying organization management and/or user departments   | 3 questions |

### Part B. Preparation of Solicitations

- |     |  |             |
|-----|--|-------------|
| 106 | Develop/review specifications, statements of work, performance terms, and/or acceptance criteria                     | 7 questions |
| 107 | Locate and select potential sources of materials or services   | 6 questions |
| 108 | Prepare and solicit competitive bids, quotations, and proposals with pertinent specifications, terms, and conditions | 6 questions |
| 109 | Manage and develop lists of recommended sources  | 3 questions |

### Part C. Supplier Analysis

- |     |  |             |
|-----|--|-------------|
| 110 | Evaluate competitive offerings to determine the overall best offer for a product/service | 8 questions |
| 111 | Conduct supplier visits/evaluations to determine suitability                             | 6 questions |
| 112 | Measure supplier performance using rating systems and/or predetermined standards         | 5 questions |

### Part D. Contract Execution, Implementation, and Administration

- |     |  |             |
|-----|--|-------------|
| 113 | Prepare and/or issue contracts/purchase orders   | 4 questions |
| 114 | Obtain legal review and approval of a contract when required   | 5 questions |
| 115 | Administer contracts/purchase orders from award to completion  | 3 questions |
| 116 | Expedite deliveries and conduct follow-up procedures when necessary  | 2 questions |
| 117 | Resolve contract/purchase order differences with suppliers   | 4 questions |
| 118 | Resolve payment problems with suppliers and user departments   | 2 questions |
| 119 | Review and revise purchasing practices to ensure their conformance with established laws, policies, and ethical principles | 4 questions |
| 120 | Manage files of agreements, equipment records, and/or specifications   | 2 questions |

### Plus Unscored Try-out (5 questions)

Module 1, 2, and 3 are scored at 105 minutes.

## **MODULE 2: SUPPLY ENVIRONMENT (95 QUESTIONS)**

### **Part A. Negotiations**

- |     |  |             |
|-----|--|-------------|
| 201 | Prepare for and develop strategies and tactics for negotiations                      | 7 questions |
| 202 | Conduct negotiations with potential and/or current suppliers to obtain maximum value | 6 questions |

### **Part B. Information Technology**

- |     |  |             |
|-----|--|-------------|
| 203 | Develop/utilize a computerized purchasing system (e.g., online buying, EDI, Web-based electronic commerce) | 6 questions |
| 204 | Develop/implement/maintain a database of specifications, suppliers, products, and/or services              | 5 questions |
| 205 | Develop/utilize a computerized inventory and/or capital equipment tracking system                          | 5 questions |

### **Part C. Quality Issues**

- |     |  |             |
|-----|--|-------------|
| 206 | Resolve quality problems with suppliers and user departments                                       | 6 questions |
| 207 | Develop measurements for quality improvement and target setting (e.g., "best in class" benchmarks) | 6 questions |

### **Part D. Internal Relationships**

- |     |  |             |
|-----|--|-------------|
| 208 | Develop/manage/evaluate relationships with other internal departments  | 6 questions |
| 209 | Participate in cross-functional and/or multifunctional teams (e.g., project management, process improvement)           | 6 questions |
| 210 | Recommend/implement changes to the organization's purchasing, supply management, and material usage policies as needed | 5 questions |
| 211 | Disseminate information and provide training related to purchasing and supply management policies and procedures       | 5 questions |

### **Part E. External Relationships**

- |     |   |             |
|-----|---|-------------|
| 212 | Develop/manage effective relationships with suppliers, utilizing such techniques as supplier partnerships, strategic alliances, supply chain management, and supplier training programs | 7 questions |
| 213 | Review product availability and/or pricing information with suppliers   | 6 questions |
| 214 | Conduct interviews with current and prospective supplier sales personnel  | 3 questions |
| 215 | Coordinate/review/respond to supplier inquiries, protests, and appeals  | 3 questions |
| 216 | Develop/implement a small business/disadvantaged supplier development program   | 5 questions |
| 217 | Represent the buying organization in meetings with corporations, government agencies, professional associations, media, and other organizations   | 3 questions |

### **Plus Unscored Try-out (5 questions)**

**Module 1, 2, and 3 are scored at 105 minutes.**

## **MODULE 3: VALUE ENHANCEMENT STRATEGIES (95 QUESTIONS)**

### **Part A. Sourcing Analysis**

- |     |  |             |
|-----|--|-------------|
| 301 | Conduct decisions to "make or buy," privatize, or outsource products or services | 7 questions |
| 302 | Conduct decisions to lease or buy equipment                                      | 5 questions |
| 303 | Develop financing and leveraging strategies for purchases                        | 5 questions |

### **Part B. Supply and Inventory Management**

- |     |  |             |
|-----|--|-------------|
| 304 | Organize, control, and minimize the storage of materials   | 6 questions |
| 305 | Meet with appropriate departments to discuss current material inventories, and establish restock levels or just-in-time strategies | 6 questions |
| 306 | Determine sources of and reconcile inventory discrepancies   | 3 questions |
| 307 | Handle obsolete equipment/materials, surplus equipment/materials, and scrap  | 4 questions |

### **Part C. Value Enhancing Methods**

- |     |  |             |
|-----|--|-------------|
| 308 | Develop/implement a standardization program  | 6 questions |
| 309 | Develop/implement a process improvement program  | 7 questions |
| 310 | Develop a cost reduction, cost avoidance, cost containment program (e.g., value analysis, consolidation of orders/suppliers, leadtime reduction, activity based costing) | 7 questions |
| 311 | Coordinate the introduction of new and modified products and services with appropriate departments   | 6 questions |

### **Part D. Forecasting and Strategies**

- |     |   |             |
|-----|---|-------------|
| 312 | Plan purchasing, sourcing, and supply strategies based on forecasted data   | 6 questions |
| 313 | Develop supply plans and strategies based on forecasts of future demand   | 6 questions |
| 314 | Provide forecasted data of future organization buying requirements to suppliers   | 5 questions |
| 315 | Develop and maintain market awareness through merchandise shows, trade periodicals, and other resources to secure new product and pricing information | 5 questions |
| 316 | Provide data on current and future market conditions to management, sales management, and/or user departments   | 6 questions |

### **Plus Unscored Try-out (5 questions)**

**Module 1, 2, and 3 are scored at 105 minutes.**

## **MODULE 4: MANAGEMENT (120 QUESTIONS)**

### **Part A. Management and Organization**

401	Develop strategic plans and objectives (short- and long-term)	11 questions
402	Develop goals and objectives of purchasing and supply department aligned to organizational goals	11 questions
403	Plan/develop/provide operating policies, guidelines, and procedures	9 questions
404	Prepare periodic reports of department activities for senior management and other areas of the organization	7 questions
405	Analyze and resolve issues raised in purchasing and supply audit reports	5 questions
406	Develop/utilize criteria for evaluating purchasing and supply department performance	8 questions
407	Prepare and/or administer a purchasing department/supply management budget	7 questions
408	Design, modify, and/or manage operational forms (paper and/or electronic)	3 questions

### **Part B. Human Resources Management**

409	Supervise and lead purchasing and supply staff	11 questions
410	Hire, promote, and/or dismiss purchasing and supply personnel	8 questions
411	Evaluate purchasing and supply staff performance	8 questions
412	Conduct/authorize job training for the development of the professional competence of the staff	9 questions
413	Resolve employee performance problems	7 questions
414	Implement programs to prevent and respond to discrimination or harassment	6 questions

### **Plus Unscored Try-out (10 questions)**

**Module 1, 2, and 3 are scored at 105 minutes.**

**Module 4 is scored at 130 minutes.**

