

Syllabus

CATS CM[®] Foundation Certification



Syllabus CATS CM® Foundation Certification version 1.5

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This publication contains diagrams, pictures and textual information based on: Contract management with CATS CM® version 4: From working on contracts to contracts that work.

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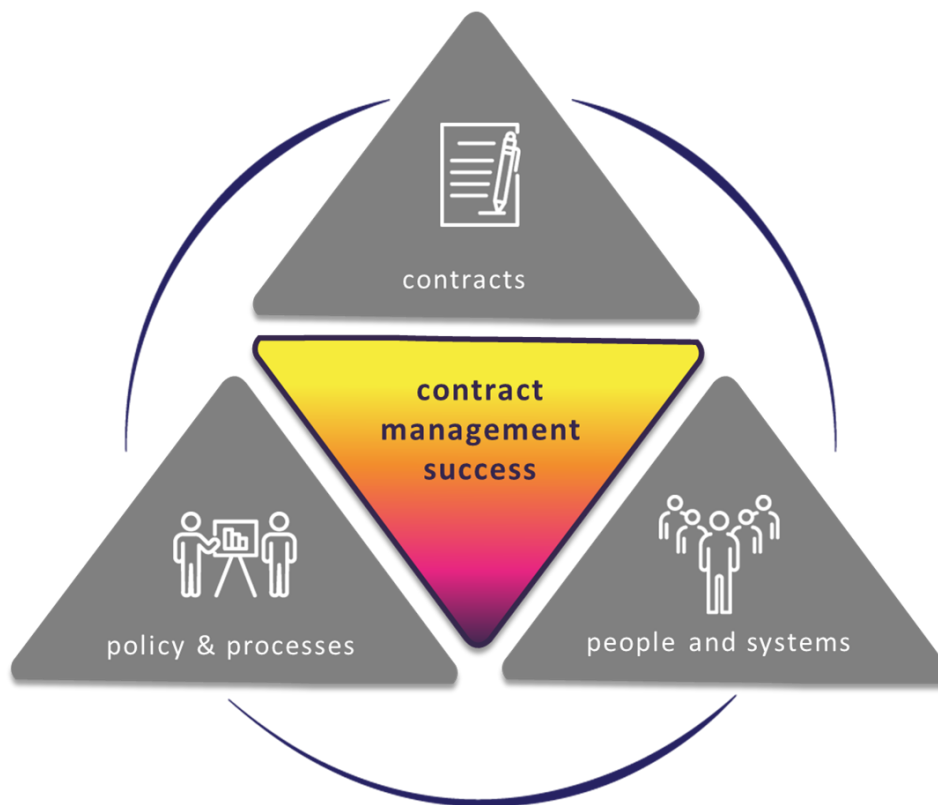
Introduction

The Syllabus

The syllabus outlines the knowledge that the candidate will be tested on during the CATS CM® Foundation exam. It also provides suggestions for preparation and highlights the benefits of taking this exam. The CATS CM® Foundation Certification is the basic certification level of the CATS CM® certification program.

About CATS CM®

The CATS CM® methodology has been recognized as the de facto standard method of contract management for more than ten years. CATS is short for Contract Administration and Tracking Scenarios. CATS CM® a complete approach to contract management. With the flexibility and scalability to tailor the application to the specific needs of the organization. The methodology recognizes a clear relationship with the three factors for contract management success as shown in the figure below.



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The definition of contract management is as follows:

Contract management is the realization of intended contract objectives by proactively monitoring the fulfillment of all contractually established responsibilities, obligations, procedures, agreements, conditions and rates, resolving all ambiguities, contradictions and white spaces, managing all contract-related risks, and implementing all desired changes to the contract, during the execution phase.

Contract management is therefore aimed at achieving the intended contract objectives. These can be qualitative and quantitative. Contract objectives may change during the execution of a contract. CATS CM® enables organizations on both demand and supply side to proactively manage contracts, with a focus on agility.

The CATS CM® Foundation Certificate

Who is the certificate intended for?

The CATS CM® Foundation certificate will benefit anyone who intends to test their basic knowledge of the CATS CM® methodology and wishes to demonstrate this. The Foundation exam is based on the CATS CM® methodology, as described in the book Contract Management with CATS CM® version 4: From working on contracts to contracts that work.

Why certification?

Considering the increasing number of contracts and the increasing necessity for agility of the whole contract portfolio, the need for structured and scalable contract management increases within organizations. CATS CM® is known and renowned for over 10 years as the number one method that precisely offers this. Knowledge of the method and certification is more and more part of function profiles for contract management. This exam enables you to demonstrate you have the CATS CM® Foundation knowledge.

The next level

Following the CATS CM® Foundation Certification is the CATS CM® Practitioner Certification. This exam is currently available in specific countries only. Inquire at questions@cats-cm.com what the options are for your location.

A high value asset

When you pass the CATS CM® Foundation-exam, you demonstrated understanding of contract management based on CATS CM® and you can link the concepts and models to your practice. This enables you to quickly be up to speed in organizations that chose CATS CM® as a foundation for their contract management. Also, the certificate is valuable for professionals working closely with contract managers in their day-to-day business.

Once you have obtained the CATS CM® Foundation certificate, you have demonstrated that you understand what contract management based on CATS CM® means, and that you can understand the concepts and models used. This allows you to participate quickly and in the right way in an organization that uses CATS CM® for its contract management process. But you will be able to realize more value on the contracts under your care as a contract manager. The certificate is certainly also valuable for professionals who work closely with contract managers in their day-to-day work.

The CATS CM® Foundation-exam

In order to obtain the CATS CM® Foundation certificate, you need to successfully complete the CATS CM® Foundation exam. This exam procedure is explained in this section.

Practical information

You must pass a multiple-choice exam in which your knowledge of CATS CM® is tested.

As an exam candidate, you will get access to the online exam environment and will need to answer 60 multiple-choice questions in 60 minutes. Consulting the book during the exam is allowed. However, please note that with the amount of questions and the time available, it is not possible to look up all questions.

In order to pass the exam, you must answer 80% of the questions correct (or at least 48 of the 60 questions). In case multiple answers are possible, this will be stated in the question.

You will receive the result immediately after the exam. Digital access to your certificate will be given once you have passed.

Registration for the exam can be done by purchasing a participation certificate at www.vhls.global.

| | |
|--|---|
| Number of questions: | 60 |
| Time (minutes) for the exam: | 60 minutes |
| % minimal passing grade | 80% |
| Open/closed book: | Open book |
| Language: | English and Dutch. |
| Exam format: | Online |
| Type of questions: | Multiple choice questions, in case multiple answers are possible, this will be stated in the questions. |
| Are negative questions possible? (example: "Which of the following is NOT a pillar in CATS CM®?") | Yes. It is advised to carefully read the questions |
| Validity | The certificate has unlimited validity |

The basics

It is strongly advised to take the exam after following the course CATS CM® Foundation, in which the exact knowledge- and insight levels are trained, which is demonstrated with this exam. The CATS CM® Foundation courses are currently available in specific countries and online. Inquire at questions@cats-cm.com what the options are for your location.

The amount of study time needed next to following the course, depends on prior knowledge, experience, and education. Please keep 16 to 24 hours as a guideline in mind.

Required reading

Contract management with CATS CM® version 4: From working on contracts to contracts that work.

Author: Linda Tonkes and Gert-Jan Vlasveld

Publisher: Van Haren Publishing

The CATS CM® exam will test parts I, II, and III of the book.

Subjects in the CATS CM® Foundation-Exam

During the exam, your global knowledge on the following subjects will be tested:

- Definitions used in CATS CM®
- Factors that affect successful contract management
- The CATS Contract Life Cycle
- The Pillars of CATS CM®
 - The difference between Work To Be Done (WTBD) and All Other Contract Matter (AOCM)
 - The roles that emerge due to the contract and which must be established to ensure successful contract performance
 - The Contract Management Essentials, the subjects on which the contract manager should focus
 - The contract management process, consisting of six steps, and its implementation through the use of contract management scenarios

Regulations

General rules

Obtaining the CATS CM® Certification is a valuable achievement, and fraud is not tolerated. When we learn (during or after taking the exam) you committed fraud, your exam will be dismissed. You will not be eligible for a refund.

If you fail to pass the exam, you will have one additional attempt to pass. If you fail that attempt also, you will not receive a certificate. In order to become certified, you will need to purchase a new ticket and need to remake the exam.

Disclosing exam questions is illegal

It is not allowed to share exam questions with others or make them public. This is a violation of the copyright and the intellectual property of CM Partners Holding BV and Van Haren Learning Solution. Doing so can lead to legal action by Van Haren Learning Solutions, with potentially harmful consequences.

Feedback and questions

We have done our best to help you prepare for the CATS CM® Foundation exam. We always value your opinion on this syllabus and the exam. If you have any suggestions, please let us know!

We hope you enjoy the preparation and we wish you good luck on the exam. And, above all, we wish you a lot of fun putting your knowledge into practice!

Utrecht, The Netherlands, October 2020

Arjen van Berkum, CATS CM®