

CAPS V2 EXAM BLUEPRINT

Domain/Task	Description	Number of Questions on exam
Domain I	Human Capital	49
Task 1	Implement developmental strategies that will result in the selection and retention of high-performing employees.	
Task 2	Improve personal and employee performance through team building, career development, coaching, and feedback through demonstrated leadership techniques to meet operational goals.	
Task 3	Address employees' performance and behavioral strengths and deficiencies by reinforcing policies and procedures with counseling to improve organizational effectiveness.	
Task 4	Maintain positive stakeholder relationships by communicating effectively (both in writing and verbally) to minimize conflict and misunderstandings.	
Task 5	Demonstrate ethical behavior to mitigate conflicts of interest, biases and other inappropriate actions.	
Task 6	Develop and support a workplace environment that is diverse, inclusive and equitable.	
Domain II	Investment Management	44
Task 1	Develop business plans and annual operating budgets to meet established performance benchmarks and owner objectives.	
Task 2	Analyze financial position to make appropriate operational adjustments for all stakeholders.	
Task 3	Ensure portfolio reporting is accurate and timely, addressing progress toward meeting the owner's objectives.	
Task 4	Calculate property value using the income capitalization approach to identify the impact of operational and financial decisions.	
Task 5	Evaluate the investment health and long-term strategic goals of the portfolio to make appropriate recommendations.	
Domain III	Asset and Portfolio Performance	35
Task 1	Preserve the physical asset by developing a maintenance plan to protect the owner's investment.	
Task 2	Manage due diligence process by collecting data and evaluating results to make an acquisition, disposition, or refinancing recommendation to the owner.	
Task 3	Establish and implement processes for effective transitions to ensure a smooth and timely ownership or management change.	
Task 4	Develop and implement rehabilitation, renovation, or repositioning strategies to meet ownership objectives.	

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Task 5	Analyze operational and financial data to implement either best practices or corrective measures.	
Task 6	Analyze portfolio performance using single asset evaluation to maximize return on investment.	
Domain IV	Legal Responsibilities and Risk Management	32
Task 1	Identify the potential areas of asset risk to minimize liability.	
Task 2	Apply the terms of the management agreement to ensure the agreement is being upheld.	
Task 3	Comply with all applicable laws, regulations, and company policies to minimize legal risk and liability.	

There are also 25 field test questions on the exam. Field test questions are only there to establish their validity and do not count towards your total score. Candidates will not know which questions are for field testing.