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IFMA CFM Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Finance and Business: This section measures the skills of Financial Managers in operational and capital budgeting processes. It includes evidence-based decision-making processes, procurement strategies, contracting practices, financial analysis, and reporting to ensure sound financial management within facilities.
Topic 2	<ul style="list-style-type: none">Real Estate: This domain assesses the skills of the target audience in developing real estate strategies. It covers real estate assessment, acquisition, disposal processes, asset management, space management, major projects, and new construction to optimize facility use.

Topic 3	<ul style="list-style-type: none"> Occupancy and Human Factors: This section measures the skills of Facility Managers and covers the workplace environment, occupant services, and occupant health, safety, and security. Understanding these factors is essential for creating a conducive and safe work environment for all occupants. Operations and Maintenance: This domain assesses the capabilities of Operations Managers in managing buildings, systems, infrastructure, and grounds. It includes overseeing furniture, fixtures, and equipment, ensuring physical safety and security, and implementing effective operations and maintenance processes. Knowledge of work management support systems and handling renewals and renovations is also critical.
Topic 4	<ul style="list-style-type: none"> Project Management: This section focuses on the planning and design phases of projects. It includes execution and delivery processes along with evaluation techniques to ensure successful project outcomes within facility management contexts.
Topic 5	<ul style="list-style-type: none"> Facility Information Management and Technology Management: This domain focuses on the skills of Information Technology Managers in data collection and information management. It includes information protection and cybersecurity, technology needs assessment and implementation, and maintenance and upgrades of technology systems to ensure efficient operations.
Topic 6	<ul style="list-style-type: none"> Performance and Quality: This section evaluates the skills of the target audience in quality management and performance management. It emphasizes the importance of maintaining high standards in facility operations to ensure efficiency and effectiveness.
Topic 7	<ul style="list-style-type: none"> Sustainability: This section evaluates the skills of the target audience in managing sustainability initiatives. It covers energy management, water management, materials and consumables management, waste management, and workplace site management to promote environmentally responsible practices within facilities.
Topic 8	<ul style="list-style-type: none"> Communication: This domain assesses the abilities of Risk Managers in planning, delivering, and evaluating communication strategies within facility management. Effective communication is vital for ensuring that all stakeholders are informed and engaged.

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IFMA Certified Facility Manager Sample Questions (Q58-Q63):

NEW QUESTION # 58

What is an Integrated Workplace Management System (IWMS)?

- A. An enterprise-level software platform that facilitates integration of data.**
- B. Requires a BAS system to be in place.
- C. Must be replaced or updated every 5 years to remain viable.
- D. An energy-efficient tool to operate HVAC systems.

Answer: A

Explanation:

An Integrated Workplace Management System (IWMS) is a comprehensive software platform that integrates facility management, space management, maintenance, and sustainability functions.

* Option C (Enterprise-level platform) is correct because IWMS centralizes facility data for strategic decision-making.

* Option A (Energy-efficient tool) describes BAS, not IWMS.

* Option B (Requires BAS) is incorrect; IWMS can function independently.

* Option D (Must be replaced every 5 years) is not a fixed rule; updates depend on business needs.

IWMS enhances operational efficiency, cost management, and resource utilization.

NEW QUESTION # 59

In relation to establishing a level of acceptable risk, what should you include in your Business Continuity Plan (BCP) to help measure the plan's expected level of success against that level of risk?

- A. Lessons learned
- B. Business analysis
- C. Contracted support
- D. Performance metrics

Answer: D

Explanation:

Performance metrics in a Business Continuity Plan (BCP) help quantify success and assess risk management effectiveness. The correct answer is:

* Performance metrics ensure that response strategies align with risk tolerance levels and provide measurable indicators of recovery speed, downtime, and business impact.

* Why the other options are incorrect:

* (A) Contracted support ensures resources but does not measure success.

* (B) Lessons learned contribute to future improvements but do not track current success.

* (C) Business analysis helps identify risks but does not measure performance against risk levels.

NEW QUESTION # 60

There has been a recent increase in complaints of items stolen from people's desks within a facility. What is the facility manager's initial step regarding the security of the staff and facility?

- A. Investigate each case and remind staff to ensure all valuables are locked.
- B. Update your security procedures to ensure that staff maintain a secure desk.
- C. Install security cameras throughout the facility to ensure you capture future incidents.
- D. Turn the matter over to a professional security company to lead an investigation.

Answer: A

Explanation:

When addressing security issues, facility managers must first conduct a thorough investigation to understand the scope and nature of the problem before implementing any new measures. The logical first step is to investigate each reported case, gather facts, and remind staff about securing their belongings.

* Investigating each case ensures that management is aware of the extent of the issue and can identify any patterns (e.g., specific areas targeted or peak times of theft).

* Educating staff about securing their valuables (e.g., locking drawers, not leaving items unattended) is a quick and effective preventive measure.

* Security cameras (Option A) should be considered after initial fact-finding, as installing cameras may require budget approval and privacy considerations.

* Updating security procedures (Option B) should follow after assessing the investigation's findings to ensure targeted improvements.

* Engaging a professional security company (Option D) may be necessary if theft continues or if internal resources are insufficient.

NEW QUESTION # 61

A company is ready to sign a lease for a new location. The new space must be renovated before workstations can be moved. The facility manager is asked to provide the occupancy date. Why is providing the occupancy date information critical?

- A. The facility manager will lose credibility if the information provided is incorrect.
- B. The moving company must be scheduled.
- C. The date cannot be changed once the lease is signed.
- D. The occupancy date represents when the company must begin paying rent.

Answer: D

Explanation:

The occupancy date is critical because it determines when the company begins paying rent, regardless of whether renovations are complete.

- * Lease agreements typically require rent payments from the occupancy date onward.
- * Failure to account for renovation time could lead to unnecessary costs.
- * Why the other options are incorrect:
 - * (A) Scheduling a moving company is important but secondary to financial commitments.
 - * (C) The date can often be negotiated if properly addressed in the lease agreement.
 - * (D) While credibility is important, financial and contractual obligations take precedence.

NEW QUESTION # 62

What are the three steps in conducting a risk assessment?

- A. Consultation, identification, and treatment.
- B. Analysis, consultation, and review.
- C. Likelihood, consequence, and rating.
- D. Identification, analysis, and evaluation.

Answer: D

Explanation:

The risk assessment process involves three primary steps:

- * Identification: Recognizing potential risks that may impact the facility.
- * Analysis: Determining the severity, probability, and potential impact of identified risks.
- * Evaluation: Prioritizing risks based on their significance and deciding on mitigation measures.
- * Why the other options are incorrect:
 - * (B) Consultation and review are valuable but do not define the core steps of risk assessment.
 - * (C) Treatment is a separate step that follows assessment.
 - * (D) Likelihood, consequence, and rating are part of risk analysis but do not form the complete risk assessment process.

NEW QUESTION # 63

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