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# **IFMA CFM Exam Syllabus Topics:**

Topic	Details
Topic 1	<ul> <li>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.</li> </ul>

Topic 2	Leadership and Strategy: This domain focuses on the competencies of Facility Managers in strategic planning and alignment with organizational demands. It covers policies, procedures, compliance issues, individual and team management, leadership qualities, relationship management, change management, corporate social responsibility, and understanding external factors affecting facility management.
Topic 3	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 4	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 5	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 6	Risk Management: This section measures the skills of Risk Managers in planning for risk management. It includes emergency preparedness, response, recovery strategies, facility resilience, and business continuity planning to mitigate potential risks associated with facility operations.
Topic 7	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.

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# IFMA Certified Facility Manager Sample Questions (Q207-Q212):

#### **NEW QUESTION #207**

What should be the INITIAL driver when developing a facility management communications plan?

- A. Vision statement
- B. Strategic plan
- C. Email communication

#### Answer: B

### Explanation:

A strategic plan (Option C) serves as the foundation for FM communications by aligning messaging with business objectives. Why Option C is Correct?

- \* The strategic plan defines the goals, priorities, and key messages that should be communicated.
- \* It ensures FM communication efforts support organizational needs and objectives.
- \* IFMA's Leadership & Strategy Core Competency states that FM professionals must develop communication plans that align with the strategic vision.

Why Other Options Are Incorrect?

- \* Option A (Vision statement): Vision guides long-term goals but does not provide a structured communication approach.
- \* Option B (Email communication): Email is a tool, not the foundation of a communication plan.

#### **NEW QUESTION #208**

What are the three parts of a security program?

- A. Personnel, physical devices, and procedures
- B. Law enforcement, physical devices, and procedures
- C. Law enforcement, personnel, and physical devices
- D. Procedures, physical devices, and executive management engagement

#### Answer: A

#### Explanation:

Acomprehensive security program consists of personnel, physical devices, and procedures (D).

- \* Personnel:Security staff, employees trained in safety protocols.
- \* Physical devices: Cameras, alarms, access control.
- \* Procedures: Policies, response plans, emergency drills.
- \* Why not other options?
- \* (A) Law enforcement is external, not an internal part of the security program
- \* (B) Similar issue-law enforcement is not directly managed by facilities.
- \* (C) Executive management engagement is important but not a core security element.

#### **NEW QUESTION # 209**

What is a technical measure that prevents unauthorized people from gaining access to a facility work order system?

- A. Data encryption.
- B. Human resource employee database.
- C. Proprietary user interface.
- D. Identification and authentication.

#### Answer: D

#### Explanation:

Thebest security practice to prevent unauthorized access is Identification and Authentication. This process ensures that only authorized personnel can access a facility's work order system by:

- \* Using secure logins(e.g., username/password, biometrics, multi-factor authentication).
- \* Verifying user identities before granting system access.
- \* Implementing role-based permissions to control system functions per user authorization level.

Whiledata encryption(Option B) secures stored data, it doesnot control system access. Similarly, a proprietary user interface(Option C) is not a security measureon its own, and anHR employee database (Option D) is unrelated to system security.

#### **NEW QUESTION #210**

What are the four phases of a strategy life-cycle model?

- A. Initiate, plan, execute, and close
- B. Understand, analyze, plan, and act
- C. Introduction, growth, maturity, and decline
- D. Plan, do, check, and act

#### Answer: D

#### Explanation:

The Plan-Do-Check-Act (PDCA) cycle is a well-established strategic life-cycle model used for continuous improvement and operational strategy development. IFMA's Leadership and Strategy competency incorporates this methodology in facility planning.

- \* Option D (PDCA) is correctbecause it ensuresiterative improvement in strategy execution.
- \* Option A (Understand, analyze, plan, act) is ageneral problem-solving approachbut not a standard strategy model.
- \* Option B (Initiate, plan, execute, close) is the project management lifecycle, not a strategic model.
- \* Option C (Introduction, growth, maturity, decline)describes thebusiness product lifecycle, not a strategy lifecycle.

PDCA is widely used infacilities management, quality control, and performance improvement.

#### **NEW QUESTION #211**

What does CAFM stand for?

- A. Certified Associated Facility Manager
- B. Computer-Aided Facility Management
- C. Computerized Assistant Facility Management

#### Answer: B

#### Explanation:

CAFM stands for Computer-Aided Facility Management (Option C), a software system used to manage and optimize facility operations.

Why Option C is Correct?

- \* CAFM software helps FM professionals track assets, schedule maintenance, manage space, and streamline operations.
- \* IFMA's Technology Core Competency highlights the importance of digital tools like CAFM in modern facility management. Why Other Options Are Incorrect?
- \* Option A (Computerized Assistant Facility Management): This is not a recognized term in FM.
- \* Option B (Certified Associated Facility Manager): CAFM is a technology, not a certification.

#### **NEW QUESTION #212**

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