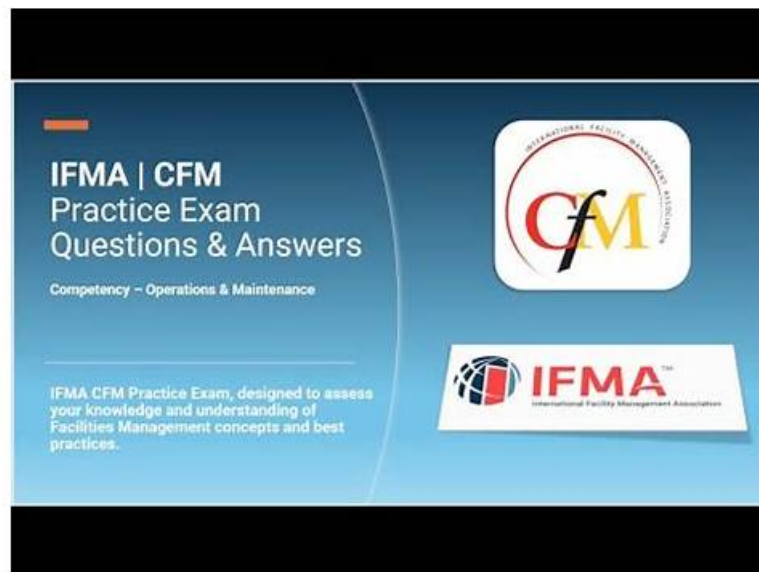


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IFMA CFM Exam Syllabus Topics:

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"> 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 3	<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 4	<ul style="list-style-type: none"> 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 5	<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.
Topic 6	<ul style="list-style-type: none"> 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 7	<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 8	<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.

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IFMA Certified Facility Manager Sample Questions (Q138-Q143):

NEW QUESTION # 138

Recently, an organization has flattened its structure versus that of a typical pyramid structure. As part of the restructure, the existing office building will be renovated. What type of design elements should a facility manager consider in the renovation?

- A. Team areas, bigger workstations for files, offices for senior management, and fewer meeting rooms
- **B. Space for employee interaction, team areas, smaller workstations, and shorter panels**
- C. Offices for management, teaming areas, shorter workstation panels, and large conference rooms

Answer: B

Explanation:

A flattened organizational structure promotes collaboration, open communication, and teamwork. To support this shift, a facility manager should implement an open-office design (Option C) with:

- * Smaller workstations and shorter panels to encourage transparency and communication.
- * Team areas for group collaboration to replace traditional management offices.
- * Space for employee interaction to enhance workplace engagement and informal discussions.

Why Option C is Correct?

- * A flatter structure removes hierarchical barriers, necessitating open workspaces and teamwork- focused design.
- * IFMA's Human Factors Core Competency emphasizes the importance of workspace design in supporting organizational culture and efficiency.

Why Other Options Are Incorrect?

- * Option A (Large conference rooms and management offices): Does not align with flattened structures, which emphasize collaboration over hierarchy.
- * Option B (Bigger workstations for files, fewer meeting rooms): Contradicts modern trends toward shared digital storage and team spaces.

NEW QUESTION # 139

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. Business analysis
- B. Contracted support
- C. Lessons learned
- **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 # 140

What are the three steps in conducting a risk assessment?

- A. Likelihood, consequence, and rating.
- B. Analysis, consultation, and review.
- C. Consultation, identification, and treatment.
- **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 # 141

What is an example of adaptive change?

- A. Employee seeks college education
- B. Construction of a new head office
- C. Vendors launching a new product division
- **D. New policy for working from home**

Answer: D

Explanation:

Adaptive change refers to modifications in policies, procedures, or behaviors in response to evolving needs. The IFMA Change Management framework highlights that policy shifts (e.g., remote work policies) exemplify adaptive change.

- * Option B (New policy for working from home) is correct because it adapts organizational culture and work practices.
- * Option A (New product division) is a business expansion, not an internal adaptation.
- * Option C (Employee education) is personal growth, not organizational adaptation.
- * Option D (New head office construction) is a structural change, not an adaptive change.

Adaptive change typically focuses on organizational flexibility and behavioral adjustments.

NEW QUESTION # 142

What tool can be used to help determine whether a specific change strategy will produce promised results?

- A. A feasibility study
- B. A GAP analysis
- C. A customer survey

Answer: A

Explanation:

A feasibility study (Option B) is used to assess whether a proposed change strategy is viable and likely to succeed.

Why Option B is Correct?

- * A feasibility study evaluates potential risks, costs, benefits, and implementation challenges before making changes.
- * It helps facility managers determine whether the change is practical and achievable.
- * IFMA's Leadership & Strategy Core Competency states that change initiatives should be assessed for feasibility before execution.

Why Other Options Are Incorrect?

- * Option A (GAP Analysis): A GAP analysis compares current performance against desired performance, but does not assess feasibility.
- * Option C (Customer Survey): Surveys collect feedback but do not analyze feasibility of a strategy.

NEW QUESTION # 143

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