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IFMA CFM Exam Syllabus Topics:

Topic	Details
Topic 1	• 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 2	• 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	• 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 4	• 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 5	• 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 6	• 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 7	• 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 8	• 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 9	• 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.

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IFMA Certified Facility Manager Sample Questions (Q19-Q24):

NEW QUESTION # 19
What are the three steps in conducting a risk assessment?

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

Answer: B

Explanation:
Therisk assessment processinvolves 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 mitigationmeasures.
* Why the other options are incorrect:
* (B) Consultation and revieware valuable but do not define the core steps of risk assessment.
* (C) Treatment is a separate step that follows assessment.
* (D) Likelihood, consequence, and ratingare part of risk analysis but do not formthe complete risk assessment process.

NEW QUESTION # 20
What is a facilities register?

- A. A list of accounts representing the contracted services for a facility.
- B. An integrated work management systemutilized in a facility to track preventative and on-demand work orders.
- C. A master list of emergency contacts for use in business continuity/emergency purposes.
- D. A comprehensive list of the organization's facility assets, including buildings, grounds, and infrastructure.

Answer: D

Explanation:
Afacilities registeris acomprehensive inventory of facility assetssuch asbuildings, infrastructure, and grounds.
* Option B is correctbecause ittracks and maintains records of physical facility assets.
* Option A relates to financial records, not facility inventory.
* Option C describes a CMMS or IWMS, not a register.
* Option D pertains to emergency response lists, not asset management.
Afacilities register supports maintenance planning, asset tracking, and financial forecasting.

NEW QUESTION # 21
You are selecting a contractor or vendor for a project. You are concerned about project risk due to the technical nature of the project. What selection criteria will you use to reduce risk?

- A. Contractor uses a project management approach that ensures a successful project
- B. Contractor understands project requirements and possesses required skills and knowledge
- C. Contractor provides warranties that meet your specific time period

Answer: B

Explanation:
The best way to reduce project risk is to select a contractor who fully understands project requirements and possesses the required technical skills (Option B).
Why Option B is Correct?
* Technical expertise minimizes risks related to design flaws, delays, and cost overruns.
* A contractor with proven experience and skills can anticipate and address project challenges.
* IFMA's Project Management Core Competency emphasizes that vendor selection should prioritize technical capability to ensure project success.
Why Other Options Are Incorrect?
* Option A (Warranties): Warranties only cover defects after completion, not risks during execution.
* Option C (Project management approach): A good approach helps, but the contractor's technical skills are the most important risk factor.

NEW QUESTION # 22
When developing a business continuity plan, the organization's leadership should establish a level of acceptable operations. What should be included in a plan to measure the expected level of success against the level of acceptable operations?

- A. Lessons learned
- B. Business case analysis
- C. Performance metrics

Answer: C

Explanation:
Performance metrics (Option A) are used to measure the success of business continuity plans (BCPs) by comparing actual performance against acceptable operational levels.
Why Option A is Correct?
* Performance metrics provide quantifiable data on recovery speed, downtime, and operational effectiveness.
* These metrics ensure the continuity plan is aligned with business goals and meets required operational standards.
* IFMA's Emergency Preparedness & Business Continuity competency emphasizes developing measurable performance indicators to assess and improve response strategies.
Why Other Options Are Incorrect?
* Option B (Lessons learned): Lessons learned help improve future plans, but they do not measure success in real-time.
* Option C (Business case analysis): A business case analysis evaluates the feasibility of a plan, but does not measure performance outcomes.

NEW QUESTION # 23
What sequential steps should you follow when trying to settle a contract dispute with a contractor?

- A. Mediation, negotiations, arbitration, and litigation
- B. Negotiations, mediation, arbitration, and litigation
- C. Mediation, arbitration, litigation, and negotiation
- D. Negotiations, arbitration, mediation, and litigation

Answer: B

Explanation:
Thecorrect sequence for resolving contract disputesfollows a structured approach:

* Negotiations:Direct discussions to resolve the issue informally.
* Mediation:Involves a neutral third party to facilitate resolution.
* Arbitration:A binding or non-binding legal process to settle the dispute.
* Litigation:Taking legal action as a last resort.
* Why the other options are incorrect:
* (A) Mediation is not the first step; negotiations should come first.
* (B) Arbitration should come before litigation.
* (D) Mediation should precede arbitration for an amicable resolution.

NEW QUESTION # 24

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