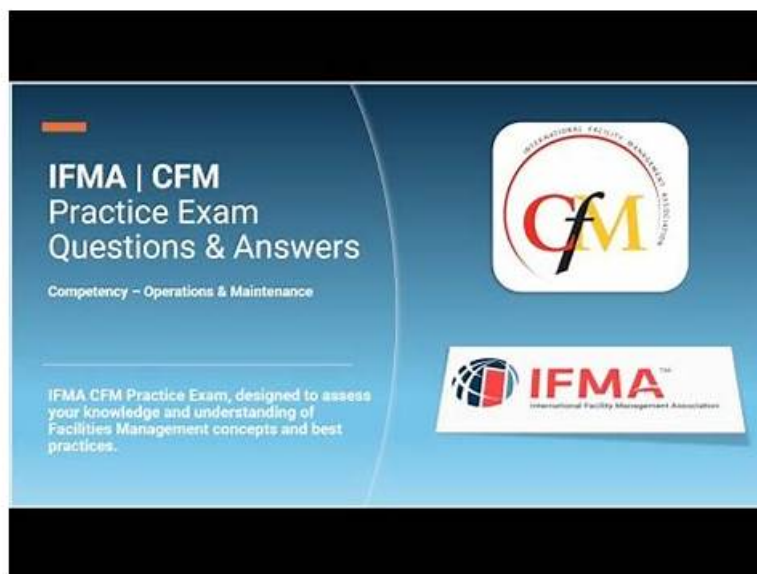


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IFMA CFM Exam Syllabus Topics:

Topic	Details
Topic 1	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 2	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 3	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 4	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 5	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 6	• 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	• 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 8	• 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 9	• 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.

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IFMA Certified Facility Manager Sample Questions (Q156-Q161):

NEW QUESTION # 156

You are tasked with building four conference rooms with standard conference features. The project scope and schedule are clearly defined. To minimize risk to the organization, what type of contract should be used to procure the needed services?

- **A. Fixed-Price Contract**
- B. Cost-Reimbursable Contract
- C. Cost-Plus-Fee Contract
- D. Time and Material Contract

Answer: A

Explanation:

A Fixed-Price Contract is the best option for a project with a well-defined scope and schedule because:

- * It minimizes financial risk by setting a predetermined cost.
- * The contractor bears the risk of cost overruns, ensuring budget predictability.
- * Why the other options are incorrect:
- * (A) Cost-Plus-Fee contracts allow for cost adjustments, increasing financial risk.
- * (B) Cost-Reimbursable contracts can lead to higher costs with no guarantee of a fixed budget
- .
- * (D) Time and Material contracts are used for uncertain scopes and do not provide cost stability.

NEW QUESTION # 157

Your company has been successful in obtaining business with a new client that has stores in malls and on campuses. You will be responsible for contracting and managing third-party services formerly managed by your new client's onsite managers at multiple retail locations. Your client has asked that, to the best of your ability, you retain current contractors and, more importantly, their staff

members. The agreement between your company and the client requires that you reduce the client's expense for the contracted services by 6%.

Who are the stakeholders in your newly obtained client?

- A. Other companies in the malls and campuses where your client has stores
- **B. Client customers, internal stakeholders, indirect stakeholders, and service providers and partners**
- C. Client staff and visitors at each store
- D. Managers within your company who manage comparable client services

Answer: B

Explanation:

Stakeholders in facility management services for a multi-location client include all parties affected by the contractual agreement and service delivery. The correct choice encompasses internal, indirect, and external stakeholders who have a vested interest in the outcomes.

* Key stakeholders in this scenario include:

* Client's customers- Their experience is directly impacted by facility conditions.

* Internal stakeholders- Client's corporate team responsible for overseeing retail operations.

* Indirect stakeholders- Mall landlords and other entities affected by shared infrastructure.

* Service providers and partners- Contractors and staff providing maintenance, security, and cleaning services.

* Why the other options are incorrect:

* (A) Other companies in the mall are indirectly related but not primary stakeholders.

* (C) Staff and visitors at each store are important but do not represent all key stakeholders.

* (D) Internal managers overseeing similar contracts are relevant, but they do not encompass the full scope of stakeholders.

Effective stakeholder engagement is critical for ensuring service continuity and optimizing costs while maintaining quality.

NEW QUESTION # 158

What is the most common method to accelerate the completion of a project?

- A. Reducing scope
- B. Scheduling overtime
- **C. Adding resources**
- D. Outsourcing project work

Answer: C

Explanation:

Adding resources (C) is the most effective way to accelerate project completion by increasing workforce capacity.

* Adding skilled personnel reduces bottlenecks and increases productivity.

* Why not other options?

* (A) Outsourcing can help but may introduce coordination challenges.

* (B) Reducing scope affects project deliverables.

* (D) Overtime leads to fatigue and may not sustain efficiency long-term.

NEW QUESTION # 159

How can you prevent power issues in a training room dependent on Power over Ethernet (PoE) switches?

- A. Capacity management
- B. Load shedding
- C. Redundant power over Ethernet switches
- **D. Uninterruptible power supply**

Answer: D

Explanation:

The Operations and Maintenance competency in IFMA highlights that an Uninterruptible Power Supply (UPS) is the best solution for maintaining power stability.

* UPS (C) provides instant backup power to prevent system downtime.

* Load shedding (A) reduces power demand but does not provide emergency power.

- * Redundant PoE switches (B) protect against switch failure but not power outages.
 - * Capacity management (D) ensures proper distribution but does not prevent outages.
- By installing a UPS, facility managers can protect critical IT infrastructure from power surges, spikes, and outages.

NEW QUESTION # 160

What is included in contract documents specified in owner and contractor agreements?

- A. Notice to bidders
- B. Shop drawings
- C. Bidding requirements
- **D. Specifications**

Answer: D

Explanation:

In owner-contractor agreements, contract documents outline the legal and technical expectations of a project. The correct answer is:

* Specifications detail the materials, workmanship, and performance criteria required for the project.

* Why the other options are incorrect:

* (A) Bidding requirements apply before contract execution and are not part of the agreement itself.

* (B) Notice to bidders is used in procurement but is not included in the formal contract.

* (D) Shop drawings provide detailed fabrication and installation instructions but are submitted after contract award.

NEW QUESTION # 161

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