



IFMA CFM Practice Questions

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Question 1

Question Type: MultipleChoice

You are looking for ways to bring a project plan in on budget and on time. The project is still in the planning phase. At this time, the project's staffing is set up to be contracted for everything except project management. You think that human resources might be a constraint that you could change to re-balance the project's budget. Where would you look for human resources that would help bring down the project budget?

Options:

- A- Use students and volunteer labor. Since these individuals work without payment, they will extend your workforce and accomplish the work under close supervision of skilled staff.
- B- Plan to have 24x7 shifts. This will decrease the time length of the project, which will cut the staffing requirements.
- C- Ask contractors to cut their staffing model to match your budget. Contractors tend to over-budget staff as a way to build in contingency.
- D- Use in-house staff that either have the desired skills or are seeking to develop skills and experiences. This may mean negotiating trade-offs with other projects or departments.

Answer:

D

Explanation:

Using in-house staff with relevant skills or development interests is the most practical and cost-effective way to manage the project budget. This approach:

Reduces external labor costs by leveraging existing workforce.

Enhances staff skill development, improving organizational competency.

Balances workload across departments, ensuring optimal resource use.

While students and volunteers (A) lack reliability and expertise, 24x7 shifts (B) may lead to burnout and inefficiency. Asking contractors to cut staff (C) can compromise quality and lead to project delays.

Question 2

Question Type: MultipleChoice

What measures could you have taken to ensure your staff member focused on measurable priorities that you had established?

Options:

- A- You should have made it clear when hiring your Project Coordinator that it was his responsibility to ensure his projects were completed in a quality manner.
- B- The Project Coordinator should have set up regular appointments with you to demonstrate how he was completing his tasks according to the performance measures that he established.
- C- You should have hired a very experienced Project Coordinator to ensure that your priorities were met.
- D- You should have met with your Project Coordinator regularly to prioritize work, review assigned projects, and report on performance.

Answer:

D

Explanation:

The IFMA Leadership and Strategy competency emphasizes the importance of continuous performance management and regular check-ins.

Option D (Correct): Regular meetings ensure alignment on goals, progress tracking, and timely feedback.

Option A (Clarifying responsibility during hiring) is helpful but does not replace ongoing guidance.

Option B (Employee setting up their own reviews) lacks managerial oversight and structure.

Option C (Hiring a more experienced employee) does not guarantee success without proper direction.

Proactive management through regular communication improves accountability and performance.

Question 3

Question Type: MultipleChoice

When is the BEST time for a facility manager to offer suggestions on a project at minimal cost?

Options:

- A- Upon completion of the project
- B- Throughout the project
- C- Early in the design development process
- D- After the drawings and prices are finalized

Answer:

C

Explanation:

The IFMA Project Management competency stresses that early-stage input minimizes costs and maximizes impact.

Early design input (C) allows facility managers to influence layout, materials, and costs before finalization.

Throughout the project (B) may be too late for cost-effective changes.

Post-completion (A) and finalized pricing (D) lead to costly rework or delays.

Engaging early ensures efficient space utilization, energy efficiency, and long-term cost savings.

Question 4

Question Type: MultipleChoice

When in the bidding process can vendors receive clarification to improve the quality of their proposal?

Options:

- A- Request for Proposal.
- B- Bidder Presentation.
- C- Pre-bid meeting.
- D- Selection Criteria.

Answer:

C

Explanation:

A pre-bid meeting is held before the submission deadline to clarify scope, requirements, and evaluation criteria. It provides vendors an opportunity to ask questions and seek clarification, ensuring they understand project expectations and submit strong proposals. This step reduces errors, improves competition, and ensures fair evaluation.

Question 5

Question Type: MultipleChoice

During contractor evaluation, you discover their incident rate is below the industry average. What does this indicate?

Options:

- A- The contractor has a better reputation and focuses on customer satisfaction.
- B- The contractor has a robust financial balance sheet and is in good financial standing.
- C- The contractor has a safety program that focuses on reducing injuries and is followed in practice.

Answer:

C

Explanation:

A low incident rate typically indicates a strong safety program (Option C).

Why Option C is Correct?

Contractors with well-implemented safety programs minimize workplace accidents.

IFMA's Risk Management Core Competency stresses the importance of evaluating vendor safety records.

IFMA Core Competency: Risk Management -- Contractor safety performance.

Source: IFMA Safety & Compliance Guide (IFMA, 2023).

Question 6

Question Type: MultipleChoice

A facility manager has developed a new health and safety program. What should be the next step?

Options:

- A- Post the program on the internal website for employees to read and take action.
- B- Put a notice on the bulletin board explaining the health and safety program.
- C- Send out an email announcing the new health and safety program.
- D- Develop a formal communication plan outlining the various tools used to communicate to the staff.

Answer:

D

Explanation:

Developing a formal communication plan (D) is the best approach as it ensures consistent messaging and effective staff engagement in the new health and safety program.

Why this step?

Ensures multiple channels are used (emails, meetings, posters, training).

Facilitates understanding and compliance across the organization.

Why not other options?

(A) Posting on the website is passive and may not reach all employees.

(B) A bulletin board notice is insufficient for widespread engagement.

(C) An email announcement alone does not provide full implementation support.

Question 7

Question Type: MultipleChoice

What is a facilities register?

Options:

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

Answer:

B

Explanation:

A facilities register is a comprehensive inventory of facility assets such as buildings, infrastructure, and grounds.

Option B is correct because it tracks 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.

A facilities register supports maintenance planning, asset tracking, and financial forecasting.

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