



COURSE OUTLINE

Course Number SST210	Course Title Security Project Management	Credits 3
Hours 2 Lecture / 2 Lab	Recommended Pre-requisite SST200	

Catalog description

Students learn about the role of security project manager, including the concepts and tools of professional project management. Topics include managing costs, assuring quality, controlling all aspects of projects throughout the lifecycle. Additionally, fundamental factors affecting a given project, such as stakeholder influence, cash flow and risk management, are covered.

Required texts/other materials

Reference Division Booklist

Project Management: A Systems Approach to Planning, Scheduling, and Controlling

Harold R. Kerzner (Author)

Hardcover: 1296 pages

Publisher: Wiley; 11th edition (February 18, 2013)

Language: English

ISBN-10: 1118022270

Identifying and Managing Project Risk: Essential Tools for Failure-Proofing Your Project

Tom Kendrick PMP (Author)

Hardcover: 368 pages

Publisher: AMACOM; Second Edition edition (February 18, 2009)

Language: English

ISBN-10: 0814413404

Course coordinator

Jeff Weichert

Latest Review

SPRING 2019

Information resources

A Guide to the Project Management Body of Knowledge: PMBOK(R) Guide

Project Management Institute (Author)

Paperback: 589 pages

Publisher: Project Management Institute; 5th edition (January 1, 2013)

ISBN-10: 1935589679

Implementing Program Management: Templates and Forms Aligned with the Standard for Program Management, Third Edition (2013) and Other Best Practices ... and Advances in Program Management Series) Ginger Levin (Author), Allen R. Green (Author)

Hardcover: 328 pages

Publisher: Auerbach Publications; 3rd edition (June 25, 2013)

ISBN-10: 1466597712

Project Management

Author: Heerkens, Gary. ebrary, Inc.

Pub Date: 2001

Financially Focused Project Management

Author: Capps, Thomas M., 1953- ebrary, Inc.

Pub Date: 2004

90 days to Success as a Project Manager

Author: Sanghera, Paul. ebrary, Inc.

Pub Date: 2009

People in Project Management

Author: Turner, Rodney. ebrary, Inc.

Pub Date: 2003

Microsoft Project 2013

Author: Biafore, Bonnie.

ISBN: 9781449357962

Pub Date: 2013

Understanding Financial Statements; A Guide for Non-Financial Readers

by James O. Gill, Michael Crisp (Editor)

ISBN-13: 9781560520221

Publisher: Crisp Publications, Inc.

Publication date: 1/28/1990

Other learning resources

- **Basecamp Software** (free, premium version available)
- **Huddle** (free, premium version available)
- **Microsoft Project**

Course Competencies/Goals:

The student will be able to:

1. Explain the basic principles of security project management.
2. Discern the elements of a security project and how to manage the outcome of projects in the field.
3. Analyze the variables that may hinder the successful transfer of the project to stakeholders.
4. Recognize the tools and principles that will determine the financial outcome of a project.
5. Describe the skills and methods of providing effective coaching and mentoring to project team members.
6. Manage communications and expectations of project stakeholders.
7. Identify products and technologies for system integrations

Course-specific General Education Knowledge Goals and Core Skills

General Education Knowledge Goals

Goal 1. Communication. Students will communicate effectively in both speech and writing.

Goal 2. Mathematics. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Goal 3. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Goal 4. Social Science. Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

Goal 5. Diversity. Students will understand the importance of a global perspective and culturally diverse peoples.

Goal 6. Ethical Reasoning and Action. Students will understand ethical issues and situations.

MCCC Core Skills

Goal A. Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

Goal B. Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.

Goal C. Ethical Decision-Making. Students will recognize, analyze and assess ethical issues and situations.

Goal D. Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Goal E. Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Goal F. Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.

Goal G. Intra-Cultural and Inter-Cultural Responsibility. Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

Unit 1: Security Project Management Fundamentals

The concepts and tools of this unit are intended to help the project manager discern the elements of a security project and how to manage the outcome of projects in the field. **(Course Competencies 1 & 2; Gen Ed Goal 1, 3 & 5, Core Skill A & E)**

Learning Objectives

Students will be able to:

1. Explain the basic principles of security project management.
2. Recognize the elements needed to begin a physical security project.

Unit Components:

1. Security Project Life Cycle & Organization
2. Processes for a Security Project
3. Understanding the Scope of Work
4. Estimating
5. Time Management
6. Procurement & Cost Management
7. Communications Management
8. Codes, Laws & Common Sense
9. Closing the Project

Unit 2: Security Project Management Concepts

This unit covers the concepts and tools of security project management, and provides an on-going guide and reference for the day-to-day management of projects. **(Course Competencies 1, 2 & 3; Gen Ed Goal 1, 2 & 3; Core Skill A, B, C, D, E, F & G)**

Learning Objectives

Students will be able to:

1. Gain a reference on work breakdown structures.
2. Interpret a project schedule.
3. Determine how to manage contractors/subcontractors.
4. Develop methods to resolve disputes.

Unit Components:

1. Develop a project schedule
2. Work Breakdown Structure
3. Project Schedule
4. Bill of Materials
5. Types and methods of contracts
 - a. Terms and conditions
 - b. Risk assessment and management
 - c. Basic terminology
 - d. Risk factors
6. Change orders/Re-estimates

7. Dispute resolution
8. Managing subcontractors
 - a. Subcontractor qualification
 - b. Subcontractor procurement
 - c. Subcontractor management
 - d. Subcontract terms and conditions

Unit 3: Access Control and Video System Applications (*also covered in the Security Product Technologies course*) This unit is fundamental to understanding the scope of work, customer expectations, video security systems performance and how the underlying technologies support the delivery of a quality project. **(Course Competency 7; Gen Ed Goal 1, 2 & 3; Core Skills A, B, C, D, E & F)**

Learning Objectives

Students will be able to:

1. Analyze the scope of the project and establish (with the acceptance of stakeholders) the best technology system performance.

Unit Components

1. Infrastructure required to support and install the components
 - a. Systems, panels and power supply
 - b. Applications of the technology
2. Access Control & Identity Management Technologies
 - a. Biometrics
 - b. Iris/Vein scans
 - c. Badges (Smart Cards)/Card Readers
 - d. Current hardware technology and future trends
 - e. Current software technology and future trends
 - f. Effective integration of security systems
 - g. Virtual Guard Tours
3. Near Field Communication (NFC)
4. Doors/Door Security
5. Equipment Monitoring

Unit 4: Life Safety and Building Codes

Not only must a security project manager be able to interpret drawings that directly relate to security, but also to architectural, electrical, mechanical and in some cases plumbing and structural. Furthermore, the professional project manager must be well versed in the building codes as they apply to life-safety and security. **(Course Competencies 3, 4 & 7; Gen Ed Goal 1, 2 & 3; Core Skills A, B, C, D, E, F & G)**

Learning Objectives

Students will be able to:

1. Analyze the variables that may hinder the successful transfer of the project to stakeholders.
2. Recognize the codes and standards needed to satisfy local, county and state jurisdictions for the delivery of the project.

Unit Components

1. Symbols and abbreviations
2. Architectural drawings, including floor plans, elevations, details and hardware
3. Electrical & mechanical drawings
4. Building Information Modeling (BIM)
5. Security drawings
 - a. Device location drawings
 - b. Conduit layouts
 - c. System block diagrams
 - d. Point-to-point wiring diagrams
 - e. Elevation drawings and mounting details
 - f. Demarcation lines between trades
6. Documentation of critical information, discrepancies, life-safety issues and security issues
7. Requests for information or clarification
8. Life-safety and security building codes

Unit 5: Project Financial Management

Recognize the tools and principles that will determine the financial outcome of a project. **(Course Competencies 3, 4, 5 & 6; Gen Ed Goal 1, 2, 3, 4 & 6; Core Skills A, B, C, E & F)**

Learning Objectives

Students will be able to:

1. Interpret financial statements to ensure a revenue positive project for the company.
2. Minimize customer change orders, and conduct continuous project projections to management.

Unit Components:

1. Project cost accounting and controls
2. Cash flow
3. Change orders
4. Project projections to completion and analysis
5. Revenue forecasting and recognition

Unit 6: Managing the Project Team

Develop the skills to manage the project team members. This unit focuses on the skills and methods of providing effective coaching and mentoring to subordinates. **(Course Competency 5 & 6; Gen Ed Goal 1, 2, 4, 5 & 6; Core Skills A, B, C, F & G)**

Learning Objectives

Students will be able to:

1. Develop effective communication skills to work with stakeholders and project team.
2. Communicate status of project to management, stakeholders and the project team.

Unit Components

1. Coaching and Counseling
 - a. Giving and receiving feedback
 - b. Planning and conducting counseling and coaching sessions
2. Management Communications
 - a. Communication as a leadership tool
 - b. Written communication skills

- c. Verbal communication skills
- d. Presentation skills
- e. Communicating effectively to reduce stress and misunderstandings

Evaluation of student learning

- **Case study project** (in team format, with portfolio), requiring joint work detailing an actual security project
- **Mid-term exam**; reviewing and valuating concepts in Units 1-3
- **Final exam**; reviewing and valuating concepts in Units 4-6

Academic Integrity Statement

Mercer County Community College is committed to academic integrity – the honest, fair and continuing pursuit of knowledge, free from fraud or deception.

- Students should never:
 - Knowingly represent the work of others as their own
 - Knowingly represent previously completed academic work as current
 - Fabricate data to support academic work
 - Use or obtain unauthorized assistance in the execution of any academic work
 - Give fraudulent assistance to other students
 - Unethically use technological means to gain academic advantages

Violators of the above actions will be penalized. For a single violation the faculty member will determine the course of action. This may include, assigning a lower grade on the assignment, lowering the course grade, failing the student, or another penalty that is appropriate to the violation. The student will be reported to the Academic Integrity Committee, who may impose other penalties for a second (or later) violation. The student has right to a hearing and also to appeal any decisions. These rights are outlined in the student handbook.