



CSPM® Examination Specifications

1. Security Industry-Specific Knowledge & Initiation	27.5%
1.1. Security Project Fundamental Knowledge	10%
1.1.1. Access industry information sources for basic data and trends.	
1.1.2. Demonstrate knowledge of power requirements to the extent of identifying when troubleshooting is required.	
1.1.3. Know the terminology, components of and how security products integrate with IT/IP systems.	
1.1.4. Know the components, products and technologies of an access control system.	
1.1.5. Know the components, products and technologies of biometrics.	
1.1.6. Know the components, products and technologies of video technology.	
1.1.7. Know the components, products and technologies of monitoring services.	
1.1.8. Have core knowledge of monitoring services.	
1.1.9. Know requirements/specifications of products and technologies of electrical components.	
1.1.10. Have knowledge of general construction codes, specifications divisions, and regulations.	
1.1.11. Be aware of and general knowledge of electronic surveillance solutions RFID and similar technologies.	
1.1.12. Know the components, products and technologies of fire detection and protection.	
1.1.13. Know the components, products and technologies of data/cyber security.	
1.1.14. Know the components, products and technologies of physical security structures/devices.	
1.1.15. Have core knowledge of structural devices.	
1.1.16. Know the impact of lighting on the security design.	
1.1.17. Know the components of voice communications relevant to security design.	
1.1.18. General awareness of integration of security management and other building and management systems.	
1.1.19. Know the components, products and technologies of intrusion detection.	

	1.1.20 Have general knowledge of how security accessories fit into security designs.	
	1.1.21 Have general knowledge of components of command and control centers and how they are integrated.	
	1.1.22 Have core knowledge and awareness of mass notification.	
	1.2 Understanding of a Security Project's Component Relationships	10%
	1.2.1 Identify and explain company product's features and solutions "feature differential" via-a-vis other potential solutions.	
	1.2.3 Identify and understand interoperability within an access control system and with other systems in a security solution.	
	1.2.4 Define interoperability within biometrics and with other systems in a security solution.	
	1.2.4 Define interoperability within video technology with other systems in a security solution.	
	1.2.5 Define interoperability within monitoring services with other systems in a security solution.	
	1.2.6 Define requirements/specifications and interoperability with electrical components and other systems in a security solution.	
	1.2.7 Define interoperability within a fire detection and protection system with other systems in a security solution.	
	1.2.8 Define interoperability within data/cyber security and with other systems in a security solution.	
	1.2.9 Define interoperability within physical security structures/devices and with other systems in a security solution.	
	1.2.10 Define interoperability within intrusion detection and other systems in a security solution.	
	1.3 Application of Basic Security Project Management Skills	7.5%
	1.3.1 Coordinate project activities with the IT Department.	
	1.3.2 Understand all codes and standards applicable to security projects.	
	1.3.3 Adhere to basic contract, construction and mechanics (lien) laws.	
	1.3.4 Participate in proposal design.	
	1.3.5 Review bids and proposals prior to submission.	
	1.3.6 Review proposals prior to contract signing.	
	1.3.7 Approve/authorize project and budget.	
	1.3.8 Review customer needs, scope of work, and sales documents.	

	1.3.9 Evaluate project specifications and proposed security solution.	
	1.3.10 Assess project risks and analyze effects.	
	1.3.11 Assess project design, specification, materials, and requirements.	
	1.3.12 Develop mitigation/contingency plan for identified risks.	
	1.3.13 Document the initial requirements to meet the customer's needs and expectations.	
	1.3.14 Identify the resources and support needed for the project.	
	1.3.15 Completes and submits internal pre-project documents, contracts, and agreements.	
	1.3.16 Completes and submits external pre-project documents or legal agreements.	
	1.3.17 Conduct transition meeting between sales team and implementation team.	
	1.3.18 Conduct transition meeting between sales team and customer contact.	
	1.3.19 Conduct on-site customer meeting and project survey.	
	1.3.20 Conduct subcontractors meeting to review project specifications.	
2	Planning	22.5%
	2.1 <i>Team</i>	7.5%
	2.1.1 Create a project management plan, including the Identification of roles, responsibilities, needed skill sets, and reporting relationships for the project team.	
	2.1.2 Assemble the internal and external project team necessary to complete the project.	
	2.1.3 Establish team goals and negotiate and define team member roles.	
	2.1.4 Identify the training needs for the project.	
	2.2 <i>Processes</i>	7.5%
	2.2.1 Analyze project activity sequences and durations, potential constraints and develop a project schedule.	
	2.2.2 Develop and finalize a budget.	
	2.2.3 Approve quality standards for the project and procedures for assuring standards are met.	
	2.2.4 Develop a communication plan for the project.	
	2.2.5 Develop project purchasing and billing plan.	
	2.2.6 Circulate project schedule for agreement and approval.	
	2.2.7 Understand and perform the necessary legal review process for security projects.	

	2.2.8	Review and communicate safety protocols for project activities.	
	2.2.9	Evaluate project deliverables and divide them into activity components (work breakdown structure).	
	2.3	<i>Materials</i>	7.5%
	2.3.1	Determine the type and quantity of materials, equipment, and supplies needed for the project.	
	2.3.2	Identify suppliers of needed materials and equipment.	
	2.3.3	Specify needed computer and network equipment for project team.	
3	Execution		22.5%
	3.1	<i>People</i>	7.5%
	3.1.1	Deploy the project team.	
	3.1.2	Manage team member performance and provide feedback.	
	3.1.3	Manage a process for identifying and solving problems and their resolutions.	
	3.1.4	Manage subcontractor relationships and schedule their activities.	
	3.1.5	Identify potential issues and present concerns to management.	
	3.1.6	Maintain internal communications.	
	3.2	<i>Software</i>	4%
	3.2.1	Employ and execute the project tracking software.	
	3.2.2	Implement budget tracking software	
	3.2.3	Implement communication and presentation software.	
	3.3	<i>Documentation & Change</i>	6%
	3.3.1	Keep record of all project activities in-progress and completed.	
	3.3.2	Keep record of project specifications and all changes.	
	3.3.3	Maintain records of approved and implemented change orders for final submissions and drawings of project.	

	3.3.4	Assemble project file with project specifications and records.	
	3.3.5	Maintain accurate updated red-line drawings	
	3.3.6	Document the acquisition and distribution of project materials, equipment, and supplies.	
	3.4	<i>Control & Procurement</i>	5%
	3.4.1	Implement a process for change orders.	
	3.4.2	Execute earned value calculations and reports.	
	3.4.3	Identify areas to consolidate activities and cut costs with the project.	
	3.4.4	Obtain and review the approved submittals and shop drawings for the project.	
	3.4.5	Procure needed materials and services.	
	3.4.6	Organize and manage material and equipment procurement schedules.	
4	Monitoring		15%
	4.1	<i>Documentation & Change</i>	6%
	4.1.1	Document and approve changes to the scope of work or project time line.	
	4.1.2	Determine and submit budget and schedule implications for change orders or adjustments.	
	4.1.3	Ensure safety protocols, codes and regulations are followed and documented.	
	4.2	<i>Communications</i>	6%
	4.2.1	Write and distribute project update reports for project team.	
	4.2.2	Write and distribute project update reports for stakeholders.	
	4.2.3	Track and reconcile project team activities and time with project specifications.	
	4.2.4	Assure quality of project activities and identify areas for improvement.	
	4.3	<i>Project Tracking</i>	3%

	4.3.1	Monitor project status and budget.	
	4.3.2	Monitor project activities on-site.	
	4.3.3	Monitor organizations or individuals that have been subcontracted for a project.	
	4.3.4	Approve and accept completed project activities by staff and subcontractors.	
	4.3.5	Manage project payables and receivables.	
	4.3.6	Monitor and track actual vs. anticipated expenses.	
5	Project Closing		7.5%
	5.1.1	Complete and distribute project specific documents and paperwork.	
	5.1.2	Review and approve all final invoices for payment.	
	5.1.3	Approve project and certify that all requirements were met.	
	5.1.4	Compile, complete and submit final contract documents to end-user or owner.	
	5.1.5	Obtain sign-off / approval by end-user or owner.	
6	Management Skills		5%
	6.1.1	Utilize standard management methodologies for performance evaluation, coaching, performance improvement and career development as applicable.	
	6.1.2	Understand “key measures” of project management and determine, analyze and interpret them.	
	6.1.3	Adhere to SIA Code of Ethics in all situations.	
	6.1.4	Communicate effectively orally and in writing.	
	6.1.5	Appropriately manage individual and team conflict.	
	6.1.6	Conduct productive meetings.	
	6.1.7	Indicate, direct and train as necessary.	