



# CompTIA Project+

Duration 5 Days



## COURSE OVERVIEW

In this course, students will apply recognized practices of project management and understand a project's life cycle and roles and skills necessary to effectively initiate, plan, execute, monitor and control, and close a project.

## COURSE OBJECTIVES

In this course, you will apply recognized practices of project management and understand a project's life cycle, roles, and skills necessary to effectively initiate, plan, execute, monitor, control and close a project.

You will:

- Identify the fundamentals of project management.
- Initiate a project.
- Create project plans, stakeholder strategies, and scope statement.
- Develop a Work Breakdown Structure and activity lists.
- Develop project schedule and identify the critical path.
- Plan project costs.
- Create project staffing and quality management plans.
- Create an effective communication plan.
- Create a risk management plan, perform risk analysis, and develop a risk response plan.
- Plan project procurements.
- Develop change management and transition plans.
- Assemble and launch the project team to execute the plan.
- Execute the project procurement plan.
- Monitor and control project performance.
- Monitor and control project constraints.
- Monitor and control project risks.
- Monitor and control procurements.
- Perform project closure activities.

## TARGET AUDIENCE

This course is designed for individuals in various job roles who have a basic knowledge of project management, and who participate in small to medium scale projects.

This course is also designed for students who are seeking the CompTIA® Project+® certification and who want to prepare for the CompTIA® Project+® PK0-004 Certification Exam. A typical student taking the CompTIA® Project+® PK0-004 Certification Exam should have a minimum of 12 months of project management experience. Experience with specific project management software is helpful, but not mandatory.

## PREREQUISITES

Basic PC skills and experience with Microsoft Office and Microsoft Project.



## COURSE OUTLINE

### 1 - DEFINING PROJECT MANAGEMENT

#### FUNDAMENTALS

- Identify Project Management Basics
- Describe the Project Life Cycle
- Identify Organizational Influences on Project Management
- Define Agile Methodology

### 2 - INITIATING THE PROJECT

- Identify the Project Selection Process
- Prepare a Project SOW
- Create a Project Charter
- Identify Project Stakeholders

### 3 - PLANNING THE PROJECT

- Identify Project Management Plan Components
- Determine Stakeholder Needs
- Create a Scope Statement

### 4 - PREPARING TO DEVELOP THE PROJECT

#### SCHEDULE

- Develop a WBS
- Create an Activity List
- Identify the Relationships Between Activities
- Identify Resources
- Estimate Time

### 5 - DEVELOPING THE PROJECT SCHEDULE

- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Create a Schedule Baseline

### 6 - PLANNING PROJECT COSTS

- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

### 7 - PLANNING HUMAN RESOURCES AND QUALITY MANAGEMENT

- Create a Human Resource Plan
- Create a Quality Management Plan

### 8 - COMMUNICATING DURING THE PROJECT

- Identify Communication Methods
- Create a Communications Management Plan

### 9 - PLANNING FOR RISK

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

### 10 - PLANNING PROJECT PROCUREMENTS

- Collect Project Procurement Inputs
- Prepare a Procurement Management Plan
- Prepare Procurement Documents

### 11 - PLANNING FOR CHANGE AND TRANSITIONS

- Develop an Integrated Change Control System
- Develop a Transition Plan

### 12 - EXECUTING THE PROJECT

- Direct the Project Execution
- Execute a Quality Assurance Plan
- Assemble the Project Team
- Develop the Project Team
- Manage the Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

### 13 - EXECUTING THE PROCUREMENT PLAN

- Obtain Responses from Vendors
- Select Project Vendors

### 14 - MONITORING AND CONTROLLING PROJECT PERFORMANCE

- Monitor and Control Project Work
- Manage Project Changes
- Report Project Performance

### 15 - MONITORING AND CONTROLLING PROJECT CONSTRAINTS

- Control Project Scope
- Control Project Schedule
- Control Project Costs
- Manage Project Quality

### 16 - MONITORING AND CONTROLLING PROJECT RISKS

- Monitor and Control Project Risks

### 17 - MONITORING AND CONTROLLING PROCUREMENTS

- Monitor and Control Vendors and Procurements
- Handling Legal Issues

### 18 - CLOSING THE PROJECT

- Deliver the Final Product
- Close Project Procurements
- Close a Project