CompTIA Project+

Duration 3 Days

COURSE OVERVIEW

This course explores waterfall and agile methodologies of project management, giving the learner the knowledge and skills required to manage the project life cycle, coordinate small-to-medium-sized projects, establish a communication plan, manage resources and stakeholders, maintain project documentation and artifacts, and support the completion of larger projects within an information technology (IT) environment.

COURSE OBJECTIVES

At course completion, you will have gained the knowledge to:

- Manage the project life cycle
- Coordinate small-to-medium-size projects
- Establish an appropriate communication plan while managing resources and stakeholders and maintaining project documentation
- Support the completion of larger projects within an IT environment

COURSE OUTLINE

1 - PREPARING FOR THE PROJECT

- Topic 1A: Understand Project Management Basics
- Topic 1B: Develop the Business Case
- Topic 1C: Identify Project Characteristics

2 - SELECTING THE PROJECT FRAMEWORK

- Topic 2A: Identify Project Methodologies
- Topic 2B: Compare Agile and Waterfall Projects

3 - INITIATING THE PROJECT

- Topic 3A: Build a Project Team
- Topic 3B: Prepare Project Initiation Documents

4 - FACILITATING EFFECTIVE MEETINGS

- Topic 4A: Lead Effective Meetings
- Topic 4B: Use Project Management Tools
- Topic 4C: Create a Communication Plan

5 - IMPLEMENTING SOLUTION DESIGN

- Topic 5A: Create a Solution Design Document
- Topic 5B: Evaluate IT Infrastructure Needs

6 - MANAGING RESOURCES

- Topic 6A: Describe the Resource Life Cycle
- Topic 6B: Conduct a Needs Assessment

7 - MANAGING RISK

- Topic 7A: Identify and Analyze Risk
- Topic 7B: Treat and Monitor Risk

8 - CREATING A PROJECT SCHEDULE

- Topic 8A: Define Units of Work
- Topic 8B: Sequence the Activities

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9 - CREATING A PROJECT PLAN

- Topic 9A: Refine the Timeline
- Topic 9B: Establish Project Baselines
- Topic 9C: Create a Quality Assurance Plan

10 - PROCURING SOLUTIONS

- Topic 10A: Compare Procurement Options
- Topic 10B: Evaluate and Select Vendors

11 - MANAGING PROJECT EXECUTION

- Topic 11A: Document Progress
- Topic 11B: Communicate Progress

12 - MANAGING ISSUES AND CHANGES

- Topic 12A: Resolve Issues
- Topic 12B: Control Changes

13 - MANAGING PERFORMANCE

- Topic 13A: Measure Performance
- Topic 13B: Maintain the Project Schedule

14 - WRAPPING UP THE PROJECT

- Topic 14A: Prepare for Project Closure
- Topic 14B: Close the Project

WHO SHOULD ATTEND

This course is ideal for IT pros looking to learn hands-on, entry-level project management skills.

- Junior IT project manager
- Project coordinator
- QA leads
- SCRUM masters
- Development leads
- Product owners
- Level II help desk technicians
- Associate / business analysts
- Project control analysts (PMO team members)

PREREQUISITES

This course has no prerequisite, but at least 6–12 months of hands-on experience managing projects in an IT environment is recommended.

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