

CompTIA Project Management Essentials (Self-Paced e-learning)

Duration: 6 to 8 hours of instructional content plus a 30-minute competency assessment

COURSE DESCRIPTION

Build project management skills and master the basics with the CompTIA Project Management Essentials course. This program gives you practical tools and best practices for any role, whether you lead initiatives or support a team. Learn to plan, organize, and confidently complete tasks and projects at any experience level—plus earn a Certificate of Competency to showcase your skills.

COURSE OBJECTIVE

Strengthen your ability to drive better results in any role with CompTIA Project Management Essentials. This course is designed to help you improve work outcomes by applying project management processes, tools, and best practices to your everyday projects. No prior experience required.

- Focus areas: Core project management processes, planning and organizing, communication skills, risk management, and project closure techniques
- Skill-building resources: Engaging multimedia lessons, interactive activities, practical AI-powered project scenarios, instant feedback on assessments, and progress tracking
- Recommended experience: No prior experience is required—this course is designed for beginners
- CompCert assessment: Prove your mastery of key project management concepts and earn a downloadable CompTIA Competency Certificate (CompCert) upon completion to showcase your achievement.
- Outcome: Gain skills you can use right away to plan, organize, and complete projects with confidence in any career

COURSE OUTLINE

- Understand the project life cycle: Explore the phases of a project and the core concepts of project management.
- Project initiation: Learn how to define a project and identify key stakeholders.
- Planning basics: Discover techniques to break down a project into tasks, estimate time and effort, create a timeline, and prepare for risks.
- Execution skills: Assign responsibilities, communicate effectively, monitor progress, and resolve issues as they arise.
- Project completion: Evaluate results, perform project reviews, and successfully close a project.

WHO SHOULD ATTEND

The Project Management Essentials course is for anyone who wants to improve their project management skills, including students, recent graduates, career changers, and professionals in any industry. No prior experience is required, and it is ideal for those at the entry or junior level who have not had formal project management training.