



CompTIA Project+

Duration 3 Days



COURSE OVERVIEW

This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. Additionally, this course can be a significant part of your preparation for the CompTIA® Project+® certification exam.

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.

WHO SHOULD ATTEND

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