CompTIA® Project+

Duration: 5 Days
Method: Instructor-Led Training (ILT) | Live Online Training

*Certification: CompTIA Project+ — **Exam:** PK0-004*

Course Description

Project managers are always under severe pressure to complete projects on time and within budget. However, most projects fail to meet these demands and as a result, many projects are terminated early. Successful project management requires knowledge and experience. This course is designed to provide participants with the skills needed to be successful project manager in today's rapidly changing world. Thus, participants 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. Additionally, this course can be a significant part of a participants' preparation for the certification exam. The skills and knowledge participants gain in this course will help them avoid making costly mistakes and increase their competitive edge in the project management profession.

Target Audience

This course is intended for:
- Individuals who are seeking the certification
- Individuals in various job roles who have a basic knowledge of project management, and who participate in small to medium scale projects.

Prerequisites

To attend this course, candidates must have:
- Basic computer skills
- Familiarity with basic project management concepts
- Familiarity with office productivity software programs, such as Microsoft® Office®
- At least 12 months of cumulative project management experience or equivalent education.

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Exam Details

Exam Code:	• *PK0-004*
Length of Exam:	• 90 Minutes
Number of Questions:	• 95 Max.
Passing Score:	• 710 (on a scale of 100-900)
Question Format:	• Multiple Choice

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Identify the fundamentals of project management.
- Initiate a project.
- Create project plans, stakeholder strategies, and scope statement.
- Develop a Work Breakdown Structure (WBS) 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 a 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.

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Course Topics

Module 1: Defining Project Management Fundamentals
- Identify Project Management Basics
- Describe the Project Life Cycle
- Identify Organizational Influences on Project Management
- Define Agile Methodology

Module 2: Initiating the Project
- Identify the Project Selection Process
- Prepare a Project SOW
- Create a Project Charter
- Identify Project Stakeholders

Module 3: Planning the Project
- Identify Project Management Plan Components
- Determine Stakeholder Needs
- Create a Scope Statement

Module 4: Preparing to Develop the Project Schedule
- Develop a WBS
- Create an Activity List
- Identify the Relationships Between Activities
- Identify Resources
- Estimate Time

Module 5: Developing the Project Schedule
- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Create a Schedule Baseline

Module 6: Planning Project Costs
- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

Module 7: Planning of Human Resources and Quality Management
- Create a Human Resource Plan
- Create a Quality Management Plan

Module 8: Communicating During the Project
- Identify Communication Methods
- Create a Communications Management Plan

Module 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

Module 10: Planning Project Procurements
- Collect Project Procurement Inputs
- Prepare a Procurement Management Plan
- Prepare Procurement Documents

Module 11: Planning for Change and Transitions
- Develop an Integrated Change Control System
- Develop a Transition Plan

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Module 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

Module 13: Executing the Procurement Plan

- Obtain Responses from Vendors
- Select Project Vendors

Module 14: Monitoring and Controlling Project Performance

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

Module 15: Monitoring and Controlling Project Constraints

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

Module 16: Monitoring and Controlling Project Risks

- Monitor and Control Project Risks

Module 17: Monitoring and Controlling Procurements

- Monitor and Control Vendors and Procurements
- Handling Legal Issues

Module 18: Closing the Project

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

ACTIVITIES INCLUDED