CO-PROJ+
COMPTIA PROJECT+

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
5 Days	Specialist	Project Management	Instructor-led	NA

INTRODUCTION

The CompTIA Project+ certification is an internationally recognized validation of the project management knowledge required of business professionals participating in small to medium scale projects. The CompTIA Project+ is a vendor neutral course that validates the delegate's business, interpersonal, and technical project management knowledge and skills necessary to successfully manage projects and business initiatives.

AUDIENCE PROFILE

Before attending this course, delegates must have:

−   A minimum of 12 months' experience in leading, managing, directing, and participating in small to medium scale projects

PREREQUISITES

To ensure your success, delegates should be familiar with basic project management concepts.

COURSE OBJECTIVES

After completing this course, students will have an understanding of:

−   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

COURSE CONTENT

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

Lesson 2: Initiating the Project
−   Identify the Project Selection Process
−   Prepare a Project SOW
−   Create a Project Charter

−   Identify Project Stakeholders

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

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

Lesson 5: Developing the Project Schedule
−   Develop a Project Schedule
−   Identify the Critical Path
−   Optimize the Project Schedule
−   Create a Schedule Baseline

Lesson 6: Planning Project Costs
−   Estimate Project Costs
−   Estimate the Cost Baseline
−   Reconcile Funding and Costs

Lesson 7: Planning Human Resources and Quality Management
– Create a Human Resource Plan
– Create a Quality Management Plan

Lesson 8: Communicating During the Project
– Identify Communication Methods
– Create a Communications Management Plan

Lesson 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

Lesson 10: Planning Project Procurements
– Collect Project Procurement Inputs

– Prepare a Procurement Management Plan
– Prepare Procurement Documents

Lesson 11: Planning for Change and Transitions
– Develop an Integrated Change Control System
– Develop a Transition Plan

Lesson 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

Lesson 13: Executing the Procurement Plan
– Obtain Responses from Vendors
– Select Project Vendors

Lesson 14: Monitoring and Controlling Project Performance

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

Lesson 15: Monitoring and Controlling Project Constraints
– Control the Project Scope
– Control the Project Schedule
– Control Project Costs
– Manage Project Quality

Lesson 16: Monitoring and Controlling Project Risks
– Monitor and Control Project Risks

**Lesson 17: Monitoring and Controlling Procurements**
– Monitor and Control Vendors and Procurements
– Handling Legal Issues

Lesson 18: Closing the Project
– Deliver the Final Product
– Close Project Procurements
– Close a Project

SKILLS AND COMPETENCIES COVERED

Project Tools and Documentation — 21%
Project Basis — 36%
Communication and Change Management — 26%
Project Constraints — 17%
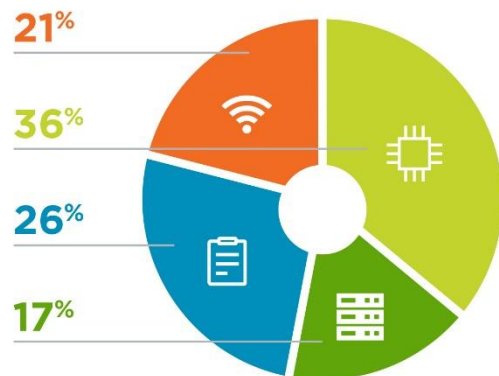
ASSOCIATED CERTIFICATIONS & EXAM

This course is designed to prepare students to take CompTIA Project+ PK0-004 Exam. Successfully passing this exam will result in the attainment of the CompTIA Project+ Certification.