

CompTIA Project+ Certification

Course Overview

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This is a 5-day class

In this course, students will apply recognized practices of project management and understand a project's life cycle and roles and skills necessary to effectively initiate, plan, execute, monitor and control, and close a project.



Who Should Attend

Individuals in various job roles who are involved in leading, managing, and participating in small to medium scale projects.

Course Objectives

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

- identify the fundamentals of project management.
- perform the pre-project setup.
- initiate a project.
- plan project strategies.
- develop project schedules.
- plan project staffing, communication, and quality.
- plan project risk management.
- plan project costs.
- plan project procurements.
- plan for change management and transitions.
- manage project execution.
- manage project procurement.
- control project performance.
- monitor and control the triple constraints.
- monitor project risks and procurements.
- perform the project closure processes.

Course Outline

1 Exploring Project Management Fundamentals

Examine the Basics of Project Management
Describe the Project Life Cycle
Examine Organizational Influences on Project Management

2 Performing the Pre-Project Setup

Create a Project Concept Definition Statement
Examine Project Selection
Determine Strategic and Operational Relevance
Perform Project Feasibility
Determine Technical Requirements

3 Initiating a Project

Prepare a Project Statement of Work
Create a Project Charter
Identify Project Stakeholders

4 Planning Project Strategy

Identify Elements of the Project Management Plan and Subsidiary Plans
Determine Stakeholder Needs
Create a Scope Statement
Develop a Work Breakdown Structure

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5 Developing the Project Schedule

- Create an Activity List
- Create a Project Schedule Network Diagram
- Identify Resources
- Estimate Time
- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Create a Schedule Baseline

6 Planning Human Resources, Communication, and Quality

- Create a Human Resource Plan
- Create a Communications Management Plan
- Create a Quality Management Plan

7 Planning Project Risk Management

- Examine a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

8 Planning Project Costs

- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

9 Planning Project Procurements

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document

10 Planning for Change Management and Transitions

- Develop an Integrated Change Control System
- Develop a Transition Plan

11 Managing Project Execution

- Direct Project Execution
- Execute a Quality Assurance Plan
- Assemble a Project Team
- Develop a Project Team
- Manage a Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

12 Managing Project Procurement

- Obtain Responses from Sellers
- Determine Project Sellers

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13 Control Project Performance

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

14 Monitor and Control the Triple Constraints

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

15 Monitoring Project Risks and Procurements

Control Project Risks
Managing Vendors and Procurements

16 Performing the Project Closure Processes

Deliver the Final Product
Close Project Procurements
Conduct a Closeout Meeting
Close a Project