

CompTIA Project+ Instructor-Led (Classroom) - Five Days

Course Description

You 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.

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, communications, and quality.
- plan project risk management.
- plan project costs.
- plan project procurements.
- plan for change management and transitions.
- manage project execution.
- manage project procurement.
- monitor project performance.
- monitor and control project constraints.
- monitor project risks and procurements.
- perform project closure.

Who Needs To Attend

This course is intended for individuals in various job roles who are involved in leading, managing, and participating in small to medium scale projects.

Prerequisites

Students taking this class or preparing for the Project+™ 2009 examination should have at least 12 months of cumulative experience in leading, managing, and participating in small to medium scale projects.

In addition to these exam requirements, to ensure your success with this course, we recommend you first take the following Element K course: *Project Management Fundamentals: (Second Edition)* or have equivalent knowledge.

Students should be familiar with office productivity software programs, such as Microsoft® Office®, and have basic computer skills.

Course Content

Lesson 1: Exploring Project Management Fundamentals

- **Topic 1A:** Examine Project Management Basics
- **Topic 1B:** Describe the Project Life Cycle
- **Topic 1C:** Examine Organizational Influences on Project Management

Course Content - CompTIA Project (Continued)

Lesson 2: Performing the Pre-Project Setup

- Topic 2A: Create a Project Concept Definition Statement
- Topic 2B: Determine Strategic and Operational Relevance
- Topic 2C: Examine Project Selection

Lesson 3: Initiating a Project

- Topic 3A: Prepare a Project SOW
- Topic 3B: Create a Project Charter
- Topic 3C: Identify Project Stakeholders

Lesson 4: Planning Project Strategy

- Topic 4A: Identify Elements of the Project Management Plan and Subsidiary Plans
- Topic 4B: Determine Stakeholder Needs
- Topic 4C: Create a Scope Statement
- Topic 4D: Develop a Work Breakdown Structure

Lesson 5: Developing the Project Schedule

- Topic 5A: Create an Activity List
- Topic 5B: Create a Project Schedule Network Diagram
- Topic 5C: Identify Resources
- Topic 5D: Estimate Time
- Topic 5E: Develop a Project Schedule
- Topic 5F: Identify the Critical Path
- Topic 5G: Optimize the Project Schedule
- Topic 5H: Create a Schedule Baseline

Lesson 6: Planning Human Resources, Communications, and Quality

- Topic 6A: Create a Human Resource Plan
- Topic 6B: Create a Communications Management Plan
- Topic 6C: Create a Quality Management Plan

Lesson 7: Planning Project Risk Management

- Topic 7A: Create a Risk Management Plan
- Topic 7B: Identify Project Risks and Triggers
- Topic 7C: Perform Qualitative Risk Analysis
- Topic 7D: Perform Quantitative Risk Analysis
- Topic 7E: Develop a Risk Response Plan

Lesson 8: Planning Project Costs

- Topic 8A: Estimate Project Costs
- Topic 8B: Estimate the Cost Baseline
- Topic 8C: Reconcile Funding and Costs

Lesson 9: Planning Project Procurements

- Topic 9A: Plan Project Procurements
- Topic 9B: Prepare a Procurement SOW
- Topic 9C: Prepare a Procurement Document

Lesson 11: Managing Project Execution

- Topic 11A: Direct Project Execution
- Topic 11B: Execute a Quality Assurance Plan
- Topic 11C: Assemble the Project Team

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Course Content - CompTIA Project (Continued)

- Topic 11C: Assemble the Project Team
- Topic 11D: Develop the Project Team
- Topic 11E: Manage the Project Team
- Topic 11F: Distribute Project Information
- Topic 11G: Manage Stakeholder Relationships and Expectations

Lesson 12: Managing Project Procurement

- Topic 12A: Obtain Responses from Sellers
- Topic 12B: Determine Project Sellers

Lesson 13: Monitoring Project Performance

- Topic 13A: Monitor and Control Project Work
- Topic 13B: Manage Project Changes
- Topic 13C: Report Project Performance

Lesson 14: Monitoring and Controlling Project Constraints

- Topic 14A: Control the Project Scope
- Topic 14B: Control the Project Schedule
- Topic 14C: Control Project Costs
- Topic 14D: Manage Project Quality

Lesson 15: Monitoring Project Risks and Procurements

- Topic 15A: Control Project Risks
- Topic 15B: Manage Vendors and Procurements

Lesson 16: Performing Project Closure

- Topic 16A: Deliver the Final Product
- Topic 16B: Close Project Procurements
- Topic 16C: Close a Project

Course Fee

\$ 2,425