VANTAGEP•INT
I.T. TRAINING & CONSULTING

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CompTIA® Project+® (Exam PK0-004)

Course Specifications

Course Length:

5 days

Course Description

Overview:

If you are taking this course, you probably have some professional exposure to the duties of a project manager, or you may be embarking on a career in professional project management. As a project manager, the ability to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management to successfully manage projects.

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 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. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

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.

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- 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.

Target Student:

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:

To ensure your success, you should be familiar with basic project management concepts. To meet this prerequisite, you can take any one or more of the following courses:

- *Project Management Fundamentals (Third Edition)* , or equivalent knowledge

Basic computing skills and some experience using Microsoft Office are desirable but not required. You can obtain this level of skills and knowledge by taking one or more of the following courses: *Microsoft® Office Word 2016: Part 1*
- *Microsoft® Office Excel 2016: Part 1*

Course Content

Lesson 1: Defining Project Management Fundamentals
 Topic A: Identify Project Management Basics
 Topic B: Describe the Project Life Cycle
 Topic C: Identify Organizational Influences on Project Management
 Topic D: Define Agile Methodology

Lesson 2: Initiating the Project
 Topic A: Identify the Project Selection Process

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Topic B: Prepare a Project SOW

Topic C: Create a Project Charter

Topic D: Identify Project Stakeholders

Lesson 3: Planning the Project

Topic A: Identify Project Management Plan Components

Topic B: Determine Stakeholder Needs

Topic C: Create a Scope Statement

Lesson 4: Preparing to Develop the Project Schedule

Topic A: Develop a WBS

Topic B: Create an Activity List

Topic C: Identify the Relationships between Activities

Topic D: Identify Resources

Topic E: Estimate Time

Lesson 5: Developing the Project Schedule

Topic A: Develop a Project Schedule

Topic B: Identify the Critical Path

Topic C: Optimize the Project Schedule

Topic D: Create a Schedule Baseline

Lesson 6: Planning Project Costs

Topic A: Estimate Project Costs

Topic B: Estimate the Cost Baseline

Topic C: Reconcile Funding and Costs

Lesson 7: Planning Human Resources and Quality Management

Topic A: Create a Human Resource Plan

Topic B: Create a Quality Management Plan

Lesson 8: Communicating During the Project

Topic A: Identify Communication Methods

Topic B: Create a Communications Management Plan

Lesson 9: Planning for Risk

Topic A: Create a Risk Management Plan

Topic B: Identify Project Risks and Triggers

Topic C: Perform Qualitative Risk Analysis

Topic D: Perform Quantitative Risk Analysis

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Topic E: Develop a Risk Response Plan

Lesson 10: Planning Project Procurements

Topic A: Collect Project Procurement Inputs

Topic B: Prepare a Procurement Management Plan

Topic C: Prepare Procurement Documents

Lesson 11: Planning for Change and Transitions

Topic A: Develop an Integrated Change Control System

Topic B: Develop a Transition Plan

Lesson 12: Executing the Project

Topic A: Direct the Project Execution

Topic B: Execute a Quality Assurance Plan

Topic C: Assemble the Project Team

Topic D: Develop the Project Team

Topic E: Manage the Project Team

Topic F: Distribute Project Information

Topic G: Manage Stakeholder Relationships and Expectations

Lesson 13: Executing the Procurement Plan

Topic A: Obtain Responses from Vendors

Topic B: Select Project Vendors

Lesson 14: Monitoring and Controlling Project Performance

Topic A: Monitor and Control Project Work

Topic B: Manage Project Changes

Topic C: Report Project Performance

Lesson 15: Monitoring and Controlling Project Constraints

Topic A: Control the Project Scope

Topic B: Control the Project Schedule

Topic C: Control Project Costs

Topic D: Manage Project Quality

Lesson 16: Monitoring and Controlling Project Risks

Topic A: Monitor and Control Project Risks

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Lesson 17: Monitoring and Controlling Procurements

Topic A: Monitor and Control Vendors and Procurements

Topic B: Handling Legal Issues

Lesson 18: Closing the Project

Topic A: Deliver the Final Product

Topic B: Close Project Procurements

Topic C: Close a Project