

Soft-Train®



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Technology Works*

CompTIA Project+ (5 Days) ST32007

COURSE GOAL: To prepare for the CompTIA Project+ Certification Exam PK0-003

PREREQUISITES: Basic management and leadership skills.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Initiate a project
- Utilize scope planning and schedule planning techniques
- Utilize cost planning techniques
- Understand comprehensive project planning
- Employ project execution, control and closure techniques

KEY TOPICS:

I. Initiating the Project

- A. Defining the Project
- B. Understanding the Organizational Structures
- C. Validating the Project
- D. Understanding the Project Management Knowledge Areas
- E. Understanding the Role of the Project Manager

II. Project Process Groups and the Project Charter

- A. Project Life Cycles and Process Groups
- B. Project Process Groups
- C. Receiving a Project Request
- D. Project Stakeholders
- E. Creating the Project Charter

III. Planning a Project

- A. Holding the Kick-Off Meeting
- B. Documenting the Scope Management Plan
- C. Writing the Project Scope Statement
- D. Creating the Work Breakdown Structure (WBS)

IV. Schedule Planning

- A. Defining Activities
- B. Activity Sequencing
- C. Activity Duration Estimates
- D. Creating the Project Schedule

V. Communicating the Plan

- A. Communications Planning
- B. Resource Planning
- C. Human Resources Planning
- D. Procurement Planning

VI. Defining the Cost, Quality, and Risk Plans

- A. Cost Estimating
- B. Cost Budgeting
- C. Quality Planning
- D. Risk Planning
- E. Project Management Plan Sign-Off and Transition

VII. Executing the Project

- A. Forming and Developing the Project Team
- B. Project Kickoff
- C. Organizational Governance
- D. Project Oversight

VIII. Processing Change Request

- A. Implementing Change Control Systems
- B. Monitoring and Controlling Project Work
- C. Risk Monitoring and Control
- D. Establishing Performance Measures

IX. Controlling the Project

- A. Controlling Quality
- B. Controlling Cost with Earned Value Measurement
- C. Managing Stakeholder Expectations
- D. Distributing Information

X. Closing the Project

- A. Preparing Closure
- B. Steps in Closing Out a Project
- C. Obtaining Sign-Off
- D. Transferring the Product of the Project