

[CT-Project+]: CompTIA® Project+® (Exam PK0-004)

Length : 5 Days
Delivery Method : Instructor-led (Classroom)

Course 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.

Audience Profile

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.

At Course Completion

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.

- 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

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- 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

Pre-Requisites

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 Logical Operations 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 courses in Logical Operations' Microsoft Office curriculum; for example:

- Microsoft® Office Word 2016: Part 1
- Microsoft® Office Excel® 2016: Part 1

Course Outline

Module 1: Defining Project Management Fundamentals

Lessons

- Identify Project Management Basics
- Describe the Project Life Cycle
- Identify Organizational Influences on Project Management
- Define Agile Methodology

Module 2: Initiating the Project

Lessons

- Identify the Project Selection Process
- Prepare a Project SOW

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- Create a Project Charter
- Identify Project Stakeholders

Module 3: Planning the Project

Lessons

- Identify Project Management Plan Components
- Determine Stakeholder Needs
- Create a Scope Statement

Module 4: Preparing to Develop the Project Schedule

Lessons

- Develop a WBS
- Create an Activity List
- Identify the Relationships Between Activities
- Identify Resources
- Estimate Time

Module 5: Developing the Project Schedule

Lessons

- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Create a Schedule Baseline

Module 6: Planning Project Costs

Lessons

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

Module 7: Planning Human Resources and Quality Management

Lessons

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

Module 8: Communicating During the Project

Lessons

- Identify Communication Methods
- Create a Communications Management Plan

Module 9: Planning for Risk

Lessons

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis

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- Develop a Risk Response Plan

Module 10: Planning Project Procurements

Lessons

- Collect Project Procurement Inputs
- Prepare a Procurement Management Plan
- Prepare Procurement Documents

Module 11: Planning for Change and Transitions

Lessons

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

Module 12: Executing the Project

Lessons

- 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

Module 13: Executing the Procurement Plan

Lessons

- Obtain Responses from Vendors
- Select Project Vendors

Module 14: Monitoring and Controlling Project Performance

Lessons

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

Module 15: Monitoring and Controlling Project Constraints

Lessons

- Control the Project Scope
- Control the Project Schedule
- Control Project Costs
- Manage Project Quality

Module 16: Monitoring and Controlling Project Risks

Lessons

- Monitor and Control Project Risks

Module 17: Monitoring and Controlling Procurements

Lessons

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- Monitor and Control Vendors and Procurements
- Handling Legal Issues

Module 18: Closing the Project

Lessons

- Deliver the Final Product
- Close Project Procurements
- Close a Project

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