Training: CompTIA
CompTIA Project+ Prep Course

TRAINING GOALS:

CompTIA's Project+ certification is a foundation-level certification designed for professionals with 6–12 months hands-on experience managing projects in an IT environment.

This course can benefit you in two ways. If you intend to pass the CompTIA Project+ (Exam PK0-005) certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of project management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your IT project management skill set so that you can confidently perform your duties in any junior-level IT project manager role.

On course completion, you will be able to achieve the following:

- Manage the project life cycle.
- Coordinate small- to medium-sized projects.
- Establish a communication plan and manage resources and stakeholders.
- Maintain project documentation and artifacts.
- Support the completion of larger projects within an information technology (IT) environment.

Skills you'll learn

- Understand the properties of a project, including phases, schedules, roles and responsibilities, cost controls, and the fundamental aspects of agile methodology.
- Analyze the impact of various constraint variables and influences throughout a project while applying risk strategies and activities.
- Implement appropriate communication methods and change control processes within the context of a project.
- Utilize various project management tools and create project and partner-centric documentation to support project success.

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Job roles that benefit from Project+ skills

- IT Project Coordinator
- Junior Project Manager
- Team Leader / Supervisor
- Business Analyst
- IT Operations Manager
- Systems Administrator
- Business Development Manager
- Product Owner

This course is for those who need to manage deadlines, budgets, and team communication. Unlike other Project Management courses/certifications, Project+ is more accessible and focuses on the specifics of working in a technological environment, teaching how to effectively close IT projects.

Each participant in an authorized training CompTIA Project+ Prep Course held in Compendium CE will receive a free PK0-005 CompTIA Project+ Certification Exam vouchers.

CONSPECT:

- Preparing for the Project
  - Understand Project Management Basics
    - Purpose of Project Management
    - Project Management Discipline
    - Project Life Cycle
    - Project Management Skills
    - Applying Project Management
  - Develop the Business Case
    - Sections of a Business Case
    - Write Value-Focused Problem Statements
    - Current State and Future State
    - Assessing Financial Impact
    - Financial Risks and Assumptions
    - Environmental, Social, and Governance (ESG) Factors
  - Identify Project Characteristics
    - Types of Work
    - Types of Organizational Structures
    - Projects In a Program

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- Project Management Roles
- Project Influencer Roles
- Projects in a Portfolio
- Assisted Live Lab: Matching Roles And Responsibilities

- Selecting the Project Framework
  - Identify Project Methodologies
    - Waterfall
    - Agile
    - Scrum
    - Kanban
    - Extreme Programming
    - DevOps
    - Scaled Agile Framework
    - Software Development Life Cycle Methodology
    - Projects in Controlled Environments (PRINCE2)
  - Compare Agile and Waterfall Projects
    - Product Ownership
    - Team Composition
    - Communication
    - Requirements
    - Budget and Schedule
    - Environmental Factors
    - Assisted Live Lab: Choosing A Project Methodology Waterfall Vs Agile

- Initiating the Project
  - Build a Project Team
    - Project Team Roles And Responsibilities
    - Core And Extended Team Members
    - Select Project Team Members
    - Project Organizational Chart
    - Responsibility Assignment Matrix
    - Stakeholder Engagement
    - PBQ: Build a Project Team
  - Prepare Project Initiation Documents
    - Review Existing Artifacts
    - Performance Measures
    - Timeline Charts

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- Project Charter
- Sections Of A Project Charter
- Preliminary Scope Statement
- Develop a Records Management Plan
- Project Kickoff
- Applied Live Lab: Complete A Project Charter

- Facilitating Effective Meetings
  - Lead Effective Meetings
    - Communication Methods
    - Meeting Roles
    - Informative Meetings
    - Decisive Meetings
    - Collaborative Meetings
    - Meeting Artifacts
    - Communication Challenges
    - Team Life Cycle
    - Conflict Management
    - Conflict Resolution Strategies
    - Conflict Escalation
    - PBQ: Lead Effective Meetings
  - Use Project Management Tools
    - Software Installation Options
    - Project Tools
    - Meeting Tools
    - Productivity Tools
    - Common Diagrams
    - Collaboration Tools
    - Communication Platforms
  - Create a Communication Plan
    - Elements of a Communication Plan
    - Develop A Communication Plan
    - Build an Escalation Plan
    - Sections of an Escalation Plan
    - Maintain Communication Records
    - Assisted Live Lab: Create A Communication Plan
- Implementing Solution Design

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- Create a Solution Design Document
  - Solution Design Overview
  - Functional and Nonfunctional Requirements
  - Solution Design Example
  - Solution Design Approach
  - Solution Design in an Agile Project
  - Law of Diminishing Returns
  - The Pareto Principle
- Evaluate IT Infrastructure Needs
  - IT Infrastructure
  - Cloud Models
  - Common Enterprise Software
  - Data Classification
  - Data Handling Considerations
  - Digital Security
  - Physical Security and Operational Security
  - PBQ: Evaluate IT Infrastructure Needs
  - Applied Live Lab: Interpret Solution Requirements

- Managing Resources
  - Describe the Resource Life Cycle
    - Types of Resources
    - Resource Sourcing Methods
    - Resource Allocation Methods
    - Calculating Shared Resource Capacity
    - Resource Life Cycle
    - Resource Retirement Examples
  - Conduct a Needs Assessment
    - Needs Assessment
    - Gap Analysis
    - Utilization Gap Examples
    - Resource Optimization
    - Fishbone Diagram
    - Skills Matrix
    - Histogram
    - Resource Management Process
    - Assisted Live Lab: Assign Project Resources

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- Managing Risk
  - Identify and Analyze Risk
    - Compare Risk, Issues, and Changes
    - Risk Management Overview
    - Risk Assessment Meeting
    - Common Internal Risks
    - Common External Risks
    - Qualitative Risk Analysis
    - Quantitative Risk Analysis
    - Probability and Impact
    - Scenario Analysis
  - Treat and Monitor Risk
    - Risk Management Strategies
    - Mitigation and Contingency Plans
    - Tracking and Reporting on Risks
    - Risk Management Plan
    - Transition Plan
    - Transition Plan Design Considerations
    - Assisted Live Lab: Analyze Risk
- Creating a Project Schedule
  - Define Units of Work
    - Milestones
    - How to Determine Milestones
    - Establish Project Cadences
    - Work Breakdown Structure
    - Work Breakdown Structure Design Guidelines
    - Work Breakdown Structure Creation Process
    - Compare Work Breakdown Structure and Backlogs
    - Agile Project Backlogs
    - Project Tasks
  - Sequence the Activities
    - Dependencies and Sequencing
    - Dependency Logic Types
    - Estimation Techniques
    - Estimate Time and Effort
    - Assign Resources

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- PBQ: Sequence the Activities
- Applied Live Lab: Build A Backlog

- Creating a Project Plan
  - Refine the Timeline
    - Project Network Diagrams
    - Critical Path Method Introduction
    - CPM Step 1: Diagram the Activities
    - CPM Step 2: Calculate PERT Estimates
    - CPM Step 3: Complete a Forward Pass
    - CPM Step 4: Complete a Backward Pass
    - CPM Step 5: Calculate the Total Float
    - CPM Step 6: Calculate the Free Float
    - CPM Step 7: Identify the Critical Path
    - Usefulness of CPM Outputs
  - Establish Project Baselines
    - Minimum Viable Product
    - Detailed Scope Statement
    - Estimate Costs
    - Project Reserves
    - Methods for Calculating Reserves
    - Project Baselines
    - Project Budget
  - Create a Quality Assurance Plan
    - Quality Assurance Plan Overview
    - Verification Activities
    - Types of Software Tests
    - Create a Test Plan
    - Validation Activities
    - Project Management Plan
    - PBQ: Create a Quality Assurance Plan
    - Applied Live Lab: Identify The Critical Path
- Procuring Solutions
  - Compare Procurement Options
    - Procurement Process Overview
    - Resource Procurement Methods
    - Exploratory Documents

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- Statement of Work
- Assess the Current Market
- Evaluate Solution Alternatives
- Review Current Vendor Options

- Evaluate and Select Vendors
  - Financial Evaluation Techniques
  - Practical Evaluation Techniques
  - Fit Evaluation Techniques
  - Fixed Price Contracts
  - Cost-Plus Contracts
  - Hybrid Contracts
  - Contract Terms
  - Managing Vendors
  - PBQ: Evaluate and Select Vendors
  - Assisted Live Lab: Compare Resource Procurement Options

- Managing Project Execution
  - Document Progress
    - Execution Phase Overview
    - Maintaining Project Momentum
    - Requirements Traceability Matrix
    - Time and Work Tracking Tools
    - Version Control Tool
    - Event Logs
    - PBQ: Document Progress
  - Communicate Progress
    - Burnup and Burndown Charts
    - Velocity and Throughput Charts
    - Team Meetings
    - Stakeholder Meetings
    - Conditional Meetings
    - Providing Project Team Performance Feedback
    - Tips for Delivering Feedback
    - Applied Live Lab: Build A Backlog With Sprints

- Managing Issues and Changes
  - Resolve Issues
    - Issue Management Overview

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- Identify the Issue
- Analyze the Issue
- Issue Prioritization Tools
- Resolve the Issue
- Monitor the Issue
- Control Charts
- PBQ: Resolve Issues

- Control Changes
  - Change Control Overview
  - Scope Change Versus Scope Creep
  - Initiate the Request
  - Evaluate Impacts
  - Decide on an Outcome
  - Implement the Change
  - IT Change Delivery Methods
  - IT Change Risk Mitigation
  - IT Environments
  - Assisted Live Lab: Identify Issues

- Managing Performance
  - Measure Performance
    - Scope Burndown Chart
    - Budget Burndown Chart
    - Project Performance Gap Analysis
    - Contingency Reserve Utilization
    - Earned Value Management
    - EVM: Cost Performance Metrics
    - EVM: Schedule Performance Metrics
    - EVM: Forecasting Performance
  - Maintain the Project Schedule
    - Rebaseline and Revise the Baseline
    - Update the Schedule and Budget
    - Types of Project Schedules
    - Distribute the Schedule
    - Project Dashboards
    - Types of Project Dashboards
    - Dashboard Design Principles

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- PBQ: Maintain the Project Schedule
- Assisted Live Lab: Measure Project Performance

- Wrapping Up the Project
  - Prepare for Project Closure
    - Organizational Change Management
    - OCM Tools
    - Connecting with End-Users
    - Prepare for Project Closeout Reviews
  - Close the Project
    - Closing Phase Overview
    - Project Evaluation Overview
    - How to Complete a Post-Project Evaluation
    - Project Closure Meeting
    - Project Closeout Report
    - Finish Resource Management Activities
    - Applied Live Lab: Reconcile The Budget

REQUIREMENTS:

Recommended experience: equivalent to 6–12 months of hands-on experience managing projects in a tech environment.

Difficulty level



CERTIFICATE:

The participants will obtain certificates signed by CompTIA (course completion). This course will help prepare you for the CompTIA Project+ certification exam, which is available through the Pearson VUE test centers.

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TRAINER:

Authorized CompTIA Trainer.

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