

Project+ Certification: A CompTIA Certification (Second Edition)

Course Specifications

Software: Project+ Certification

Course length: 3.0 day(s)

Certification: CompTIA Project+ General Exam. The CompTIA Project+ certification exam is a credential recognized throughout the industry that acknowledges professional competency in IT project management. The focus of the Project+ exam is on critical business skills, interpersonal techniques, and project management. The code for the exam is PK0-002.

Course Description

With your IT experience, you want to successfully manage and deploy an IT project. In this course, you will acquire the necessary skills to plan and implement IT projects that will positively impact your organization.

Course Objective: You will initiate a project, develop a project charter, create a scope statement, create management plans, develop a Statement of Work, create a project schedule, manage project relationships, implement a project, and close a project.

Target Student: The target student is an IT professional who wants to gain the skills and knowledge required to successfully manage and deploy an IT project. This course will also prepare students for the CompTIA Project+ certification exam. Passing the exam is equivalent to possessing the knowledge and problem-solving skills of an individual with practical IT and project management experience of 2,000 hours.

Prerequisites: Basic PC skills and experience with Microsoft Office and Microsoft Project.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

What's Next: For those students wishing to become certified in Project Management, **EPM** also offers:

- 5 days course preparing for PMP certification.

Hardware Requirements

- A 233 MHz Pentium-class processor. 300 MHz is recommended.
- 128 MB of RAM.
- A 6 GB hard disk or larger.
- A CD-ROM drive.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- A printer.

- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows

Software Requirements

- Windows XP Professional with Service Pack 1.
- Microsoft® Office Project Professional 2003.
- Microsoft® Office Professional Edition 2003.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Initiate a project.
- Create a Scope Statement.
- Plan project strategy.
- Create the project budget and schedule.
- Manage project relationships.
- Implement the project.
- Close the project.

Course Content

Lesson 1: Initiating a Project

- Topic 1A: Project Life Cycle
- Topic 1B: Create a Project Concept Definition Statement
- Topic 1C: Determine Feasibility
- Topic 1D: Create a Project Charter

Lesson 2: Creating a Scope Statement

- Topic 2A: Determine Risk Impact
- Topic 2B: Determine Stakeholder Needs
- Topic 2C: Identify Resources
- Topic 2D: Estimate Cost
- Topic 2E: Estimate Time
- Topic 2F: Create a Scope Statement

Lesson 3: Planning Project Strategy

- Topic 3A: Plan for Project Control
- Topic 3B: Create a Communications Plan
- Topic 3C: Create a Risk Management Plan
- Topic 3D: Create a Quality Management Plan
- Topic 3E: Create a Closeout Plan

Topic 3F: Analyze Requirements
Topic 3G: Create a Statement of Work

Lesson 4: Creating the Project Budget and Schedule

Topic 4A: Create the Work Breakdown Structure
Topic 4B: Create a Budget
Topic 4C: Create the Project Schedule

Lesson 5: Managing Relationships

Topic 5A: Manage Communication
Topic 5B: Manage Stakeholders
Topic 5C: Manage the Project Team
Topic 5D: Manage External Relationships

Lesson 6: Implementing the Project

Topic 6A: Manage the Schedule
Topic 6B: Manage the Budget
Topic 6C: Manage Quality
Topic 6D: Manage Change
Topic 6E: Manage Risks and Issues

Lesson 7: Closing the Project

Topic 7A: Deliver the Final Product
Topic 7B: Conduct a Debriefing
Topic 7C: Create the Project Closure Report
Topic 7D: Manage Administrative Closure

Appendix A: Confidence in Estimating

Appendix B: Estimating Techniques Flow Chart

Appendix C: Time Estimates Flow Chart

Appendix D: CompTIA Project+ Exam Objectives