CompTIA Project+ Certification Prep Training

Duration: **5 Day**

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Master practical project management skills and take your first step toward a recognized certification and career growth.

CompTIA Project+ is a five-day, instructor-led course designed to provide delegates with the essential knowledge and skills required to manage projects effectively or to be a valued, high-performing member of a project team. This entry-level project management certification validates core capabilities in managing projects, timelines, budgets, and team communication. It demonstrates professionals' ability to plan, execute, and deliver projects on time and within scope, while ensuring strong communication and efficient resource management.

With the global economy projected to require 25 million new project management professionals by 2030, CompTIA Project+ is an ideal starting point for individuals pursuing roles such as project coordinator or project manager. The course delivers a solid foundation for building a successful career in this dynamic, high-demand field across a wide range of industries.

Exam voucher is included enabling learners to confidently validate their skills.

Who Should Attend?

- Individuals seeking a structured introduction to project management fundamentals and best practices
- Professionals involved in planning, coordinating, or delivering small- to medium-scale projects across any industry
- Project Coordinators and aspiring Project Managers
- Team members who contribute to project activities and outcomes
- Senior Managers, Directors, and Team Leaders responsible for project oversight and execution

Prerequisites

Recommended:

Familiarity with project-based work, including participation in or support of projects, ideally with some hands-on experience in an IT or business context

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What You Will Learn

After completing the course, you will be able to:

- Understand the key characteristics of a project, including phases, schedules, roles and responsibilities, cost controls, and core Agile principles.
- Assess the impact of project constraints and influencing factors while applying appropriate risk management strategies and activities.
- Apply effective communication techniques and change control processes within a project environment.
- Use essential project management tools and develop project- and partner-focused documentation to support successful project delivery.

Training Outline

1. **Exploring Project Management Fundamentals**
   - Examine the basics of project management
   - Describe the project life cycle
   - Examine organizational influences on project management
2. **Performing the pre-project setup**
   - Create a project concept definition statement
   - Examine project selection
   - Determine strategic and operational relevance
   - Perform project feasibility
   - Determine technical requirements
3. **Initiating a project**
   - Prepare a project statement of work
   - Create a project charter
   - Identify project stakeholders
4. **Planning project strategy**
   - Identify elements of the project management plan and subsidiary plans
   - Determine stakeholder needs
   - Create a scope statement
   - Develop a work breakdown structure
5. **Developing the project schedule**
   - Create an activity list
   - Create a project schedule network diagram
   - Identify resources
   - Estimate time
   - Develop a project schedule
   - Identify the critical path
   - Optimize the project schedule
   - Create a schedule baseline
6. **Planning human resources, communication, and quality**
   - Create a human resource plan
   - Create a communications management plan
   - Create a quality management plan
7. **Planning project risk management**
   - Examine a risk management plan
   - Identify project risks and triggers

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    - Perform qualitative risk analysis
    - Perform quantitative risk analysis
    - Develop a risk response plan
8. **Planning project costs**
    - Estimate project costs
    - Estimate the cost baseline
    - Reconcile funding and costs
9. **Planning project procurements**
    - Plan project procurements
    - Prepare a procurement statement of work
    - Prepare a procurement document
10. **Planning for change management and transitions**
    - Develop an integrated change control system
    - Develop a transition plan
11. **Managing project execution**
    - Direct project execution
    - Execute a quality assurance plan
    - Assemble a project team
    - Develop a project team
    - Manage a project team
    - Distribute project information
    - Manage stakeholder relationships and expectations
12. **Managing project procurement**
    - Obtain responses from sellers
    - Determine project sellers
13. **Control project performance**
    - Monitor and control project work
    - Manage project changes
    - Report on project performance
14. **Monitor and control the triple constraints**
    - Control project scope
    - Control project schedule
    - Control project costs
    - Manage project quality
15. **Monitoring project risks and procurements**
    - Control project risks
    - Managing vendors and procurements
16. **Performing the project closure processes**
    - Deliver the final product
    - Close project procurements
    - Conduct a closeout meeting
    - Close a project