Training: CompTIA
CompTIA Project+ Prep Course

FORM OF TRAINING	MATERIALS	PRICE	DURATION
Traditional	Digital materials	1200 EUR	5 days
Traditional	CTAB Tablet	1300 EUR	5 days
Distance learning	Digital materials	1200 EUR	5 days
Distance learning	CTAB Tablet	1200 EUR	5 days

LOCATIONS

Krakow - 5 Tatarska Street, II floor, hours: 9:00 am - 4:00 pm
Warsaw - 17 Bielska Street, hours: 9:00 am - 4:00 pm

TRANING TERMS

2019-09-16 | 5 days | Warszawa

TRAINING GOALS:

The **CompTIA Project+ certification** is an internationally recognized validation of the technical knowledge of the project life cycle, roles and skills necessary to effectively initiate, plan, execute, monitor/control and close a project. This international vendor-neutral certification requires that you pass **CompTIA Project+ Exam PK0-004**.

In this course with a particular focus on CompTIA Project+ certification exam preparation, you'll gain the knowledge and skills required to successfully manage projects and business initiatives. The skills and knowledge measured by this examination were derived from an industry-wide job task analysis and validated through an industry-wide survey. The results of this survey were used in weighing the domains and ensuring that the weighting is representative of the relative importance of the content.

Each participant in an authorized training **CompTIA Project+ Prep Course** *held in Compendium EC will receive a free PK0-004 CompTIA Project+ Certification Exam voucher.*

CONSPECT:

- Pre-Project Setup/Initiating
  - Explain the requirements to complete a pre-project setup
  - Identify the characteristics of a project
  - Summarize the steps required to validate a project

- Explain the components of a project charter
- Outline the process groups of the project life cycle
- Explain the different types of organizational structures

○ Project Planning
- Prepare a project scope document based on an approved project charter
- Use a Work Breakdown Structure (WBS) and WBS dictionary to organize project planning
- Outline a process for managing changes to the project
- Develop a project schedule based on WBS, project scope and resource requirements
- Given a desired deliverable, apply the appropriate tool and/or method to produce the appropriate outcome
- Given a scenario, interpret the results of using the following tools and/or methods
- Identify components of an internal / external communication plan
- Outline the components of a risk management plan
- Identify roles and resource requirements based on WBS and resource availability
- Identify components of a quality management plan
- Identify components of a cost management plan
- Explain the procurement process in a given situation
- Explain the purpose and common components of a transition plan

○ Project Execution and Delivery
- Coordinate human resources to maximize performance
- Explain the importance of a project kick-off meeting and outline the common activities performed during this meeting
- Recognize the purpose and influence of organizational governance on a project's execution
- Given a scenario, select which component(s) of a project plan is affected and select what action(s) should be taken

○ Change Control and Communication
- Given a scenario, implement proper change management procedures
- Evaluate the impact of potential changes to triple constraint
- Using the risk management plan determine an appropriate response to potential risk / opportunity events
- Given a scenario, execute appropriate resource leveling techniques
- Explain the appropriate steps to ensure quality of project deliverables
- Identify potential tools to use when a project deliverable is out of specification as defined in the quality baseline
- Given a scenario, calculate and interpret the results of Earned Value Measurement (EVM)
- Given a scenario, manage and implement information distribution based on communications plan

- Recognize the special communication needs of remote and/or indirect project team members
  - Project Closure
    - Explain the importance and benefits of formal project closure
    - Identify circumstances in which project/phase closure might occur and identify steps to take when closure occurs
    - Identify the components and purpose of closing documentation

REQUIREMENTS:

- At least 12 months of cumulative experience in leading, managing, and participating in small to medium scale projects.

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.