



Official CompTIA learning resources

CompTIA Project+

OVERVIEW

The Official CompTIA Project+ Guides (Exam PKO-004) students will learn to recognize 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. It provides full coverage of the objectives for the CompTIA Project+ certification and will help prepare students to take the exam.

JOB ROLES

- Project Coordinator/Manager
- Project Team Member
- Business Analyst
- Manager, Director, Team Leader

PREREQUISITES

Students should have an understanding of basic project management concepts. A typical student would have a minimum of 12 months of project management experience. Knowledge of specific software tools is helpful but not mandatory.

TABLE OF CONTENTS		
<p>Lesson 1: Defining Project Management Fundamentals</p> <p>Topic A: Identify Project Management Basics</p> <p>Topic B: Describe the Project Life Cycle</p> <p>Topic C: Identify Organizational Influences on Project Management</p> <p>Topic D: Define Agile Methodology</p>	<p>Lesson 2: Initiating the Project</p> <p>Topic A: Identify the Project Selection Process</p> <p>Topic B: Prepare a Project SOW</p> <p>Topic C: Create a Project Charter</p> <p>Topic D: Identify Project Stakeholders</p>	<p>Lesson 3: Planning the Project:</p> <p>Topic A: Project Management Plan Components</p> <p>Topic B: Determine Stakeholder Needs</p> <p>Topic C: Create a Scope Statement</p>
<p>Lesson 4: Preparing to Develop the Project Schedule</p> <p>Topic A: Develop a WBS</p> <p>Topic B: Create an Activity List</p> <p>Topic C: Identify the Relationships Between Activities</p> <p>Topic D: Identify Resources</p> <p>Topic E: Estimate Time</p>	<p>Lesson 5: Developing the Project Schedule</p> <p>Topic A: Develop a Project Schedule •</p> <p>Topic B: Identify the Critical Path •</p> <p>Topic C: Optimize the Project Schedule •</p> <p>Topic D: Create a Schedule Baseline</p>	<p>Lesson 6: Planning Project Costs</p> <p>Topic A: Estimate Project Costs</p> <p>Topic B: Estimate the Cost Baseline</p> <p>Topic C: Reconcile Funding and Costs</p>
<p>Lesson 7: Planning Human Resources and Quality Management</p> <p>Topic A: Create a Human Resource Plan</p> <p>Topic B: Create a Quality Management Plan</p>	<p>Lesson 8: Communicating During the Project</p> <p>Topic A: Identify Communication Methods</p> <p>Topic B: Create a Communications Management Plan</p>	<p>Lesson 9: Planning for Risk</p> <p>Topic A: Create a Risk Management Plan</p> <p>Topic B: Identify Project Risks and Triggers</p> <p>Topic C: Perform Qualitative Risk Analysis</p> <p>Topic D: Quantitative Risk Analysis</p> <p>Topic E: Develop a Risk Response Plan</p>
<p>Lesson 10: Planning Project Procurements</p> <p>Topic A: Collect Project Procurement Inputs</p> <p>Topic B: Prepare a Procurement Management Plan</p> <p>Topic C: Prepare Procurement Documents</p>	<p>Lesson 11: Planning for Change and Transitions</p> <p>Topic A: Develop an Integrated Change Control System</p> <p>Topic B: Develop a Transition Plan</p>	<p>Lesson 12: Executing the Project</p> <p>Topic A: Direct the Project Execution</p> <p>Topic B: Execute a Quality Assurance Plan</p> <p>Topic C: Assemble the Project Team</p> <p>Topic D: Develop the Project Team</p> <p>Topic E: Manage the Project Team</p> <p>Topic F: Distribute Project Information</p> <p>Topic G: Manage Stakeholder Relationships and Expectations</p>
<p>Lesson 13: Executing the Procurement Plan</p> <p>Topic A: Obtain Responses from Vendors</p> <p>Topic B: Select Project Vendors</p>	<p>Lesson 14: Monitoring and Controlling Project Performance</p> <p>Topic A: Monitor and Control Project Work</p> <p>Topic B: Manage Project Changes</p> <p>Topic C: Report Project Performance</p>	<p>Lesson 15: Monitoring and Controlling Project Constraints</p> <p>Topic A: Control the Project Scope</p> <p>Topic C: Control the Project Schedule</p> <p>Topic D: Control Project Costs</p> <p>Topic E: Manage Project Quality</p>
<p>Lesson 16: Monitoring and Controlling Project Risks</p> <p>Topic A: Monitor and Control Project Risks</p>	<p>Lesson 17: Monitoring and Controlling Procurements</p> <p>Topic A: Monitor and Control Vendors and Procurements</p> <p>Topic B: Handling Legal Issues</p>	<p>Lesson 18: Closing the Project</p> <p>Topic A: Deliver the Final Product</p> <p>Topic B: Close Project Procurements</p> <p>Topic C: Close a Project</p>