

# ***CompTIA Project+***

## ***Training &***

### ***Certification***

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# CompTIA Project+ Certification – Objectives

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## CompTIA Project+



CompTIA Project+ is a globally recognized project management certification that identifies qualified and quality project managers.

CompTIA Project+ validates that project managers have the necessary skills to complete projects on time and within budget. The exam covers the entire project life cycle from initiation and planning through execution, acceptance, support and closure.

The exam covers pre-project set-up/initiating; project planning; project execution and delivery; change, control and communication; project closure. Unlike some project management certifications, CompTIA Project+ can be earned in a reasonable period of time and cost-effectively. There are no prerequisites, and candidates are not required to submit an application or complete additional hours of continuing education.

Candidate job roles include *project manager*, *business analyst* and *project team member*. Companies such as CDW, Alltel, Dell, Ricoh and the U.S. Dept. of State recognize CompTIA Project+.

# CompTIA Project+ Certification - Class Outline

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**Duration:**

Traditional Instructor Led Learning - 5.00 Day(s)

Online Live - 5.00 Sessions

Mentored Learning - Flexible

**Overview:**

In this course, students will apply recognized practices of project management and understand a project's life cycle and roles and skills necessary to effectively initiate, plan, execute, monitor and control, and close a project.

**Who Should Attend:**

Individuals in various job roles who are involved in leading, managing, and participating in small to medium scale projects.

**At Course Completion:**

Upon successful completion of this course, students will be able to: - identify the fundamentals of project management. - perform the pre-project setup. - initiate a project. - plan project strategies. - develop project schedules. - plan project staffing, communication, and quality. - plan project risk management. - plan project costs. - plan project procurements. - plan for change management and transitions. - manage project execution. - manage project procurement. - control project performance. - monitor and control the triple constraints. - monitor project risks and procurements. - perform the project closure processes.

# CompTIA Project+ Certification – Course Outline

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## Outline:

### **Lesson 1:** Exploring Project Management Fundamentals

- Examine the Basics of Project Management
- Describe the Project Life Cycle
- Examine Organizational Influences on Project Management

### **Lesson 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

### **Lesson 3:** Initiating a Project

- Prepare a Project Statement of Work
- Create a Project Charter
- Identify Project Stakeholders

### **Lesson 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

### **Lesson 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

### **Lesson 6:** Planning Human Resources, Communication, and Quality

- Create a Human Resource Plan
- Create a Communications Management Plan
- Create a Quality Management Plan

### **Lesson 7:** Planning Project Risk Management

- Examine a Risk Management Plan
- Identify Project Risks and Triggers

- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

**Lesson 8: Planning Project Costs**

- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

**Lesson 9: Planning Project Procurements**

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document

**Lesson 10: Planning for Change Management and Transitions**

- Develop an Integrated Change Control System
- Develop a Transition Plan

**Lesson 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

**Lesson 12: Managing Project Procurement**

- Obtain Responses from Sellers
- Determine Project Sellers

**Lesson 13: Control Project Performance**

- Monitor and Control Project Work
- Manage Project Changes
- Report on Project Performance

**Lesson 14: Monitor and Control the Triple Constraints**

- Control Project Scope
- Control Project Schedule
- Control Project Costs
- Manage Project Quality

**Lesson 15: Monitoring Project Risks and Procurements**

- Control Project Risks
- Managing Vendors and Procurements

**Lesson 16: Performing the Project Closure Processes**

- Deliver the Final Product
- Close Project Procurements
- Conduct a Closeout Meeting
- Close a Project

# CompTIA Project+ Certification – Exam Outline

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|                               |   |
|-------------------------------|---|
| <b>Number of questions</b>    | 100   |
| <b>Length of test</b>         | 90 minutes  |
| <b>Passing score</b>          | 710<br>(on a scale of 100-900)  |
| <b>Languages</b>              | English, Japanese, Korean   |
| <b>Recommended experience</b> | One year of managing, directing or participating in small- to medium-scale projects |
| <b>Exam codes</b>             | PK0-003   |