

## CompTIA Project+ Certification (Exam PK0-004)

### Overview

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This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. Additionally, this course can be a significant part of your preparation for the CompTIA® Project+® certification exam.

### Target Audience

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This course is designed for individuals in various job roles who have a basic knowledge of project management, and who participate in small to medium scale projects.

This course is also designed for students who are seeking the CompTIA® Project+® certification and who want to prepare for the CompTIA® Project+® PK0-004 Certification Exam. A typical student taking the CompTIA® Project+® PK0-004 Certification Exam should have a minimum of 12 months of project management experience. Experience with specific project management software is helpful, but not mandatory.

### Course Objectives

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In this course, you will apply recognized 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.

You will:

- Identify the fundamentals of project management.
- Initiate a project.
- Create project plans, stakeholder strategies, and scope statement.
- Develop a Work Breakdown Structure and activity lists.
- Develop project schedule and identify the critical path.
- Plan project costs.
- Create project staffing and quality management plans.
- Create an effective communication plan.
- Create a risk management plan, perform risk analysis, and develop a risk response plan.
- Plan project procurements.
- Develop change management and transition plans.
- Assemble and launch the project team to execute the plan.
- Execute the project procurement plan.
- Monitor and control project performance.
- Monitor and control project constraints.
- Monitor and control project risks.
- Monitor and control procurements.
- Perform project closure activities.

### Course Outline

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## 1 - Defining Project Management Fundamentals

Identify Project Management Basics  
Describe the Project Life Cycle  
Identify Organizational Influences on Project Management  
Define Agile Methodology

## 2 - Initiating the Project

Identify the Project Selection Process  
Prepare a Project SOW  
Create a Project Charter  
Identify Project Stakeholders

## 3 - Planning the Project

Identify Project Management Plan Components  
Determine Stakeholder Needs  
Create a Scope Statement

## 4 - Preparing to Develop the Project Schedule

Develop a WBS  
Create an Activity List  
Identify the Relationships Between Activities  
Identify Resources  
Estimate Time

## 5 - Developing the Project Schedule

Develop a Project Schedule  
Identify the Critical Path  
Optimize the Project Schedule  
Create a Schedule Baseline

## 6 - Planning Project Costs

Estimate Project Costs  
Estimate the Cost Baseline  
Reconcile Funding and Costs

## 7 - Planning Human Resources and Quality Management

Create a Human Resource Plan  
Create a Quality Management Plan

## 8 - Communicating During the Project

Identify Communication Methods  
Create a Communications Management Plan

## 9 - Planning for Risk

Create a Risk Management Plan  
Identify Project Risks and Triggers  
Perform Qualitative Risk Analysis  
Perform Quantitative Risk Analysis  
Develop a Risk Response Plan

## 10 - Planning Project Procurements

Collect Project Procurement Inputs  
Prepare a Procurement Management Plan  
Prepare Procurement Documents

## 11 - Planning for Change and Transitions

Develop an Integrated Change Control System  
Develop a Transition Plan

## 12 - Executing the Project

Direct the Project Execution  
Execute a Quality Assurance Plan  
Assemble the Project Team  
Develop the Project Team  
Manage the Project Team  
Distribute Project Information  
Manage Stakeholder Relationships and Expectations

## 13 - Executing the Procurement Plan

Obtain Responses from Vendors  
Select Project Vendors

## 14 - Monitoring and Controlling Project Performance

Monitor and Control Project Work  
Manage Project Changes  
Report Project Performance

## 15 - Monitoring and Controlling Project Constraints

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

## 16 - Monitoring and Controlling Project Risks

Monitor and Control Project Risks

## 17 - Monitoring and Controlling Procurements

Monitor and Control Vendors and Procurements  
Handling Legal Issues

## 18 - Closing the Project

Deliver the Final Product  
Close Project Procurements  
Close a Project

## Related Courses, Certifications, Exams

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- CompTIA Project+
- PK0-004 - CompTIA Project+