

Days: 5

Prerequisites: Experience equivalent to 6–12 months of hands-on managing projects in a tech environment.

Audience: CompTIA Project+ is ideal for professionals who manage small to medium-sized projects as part of their role, including IT project managers, business analysts, and team leads. It's perfect for individuals seeking foundational project management skills to enhance their careers across various industries and methodologies.

Description: CompTIA Project+ is the only industry certification designed to teach IT pros the entry-level skills they need to successfully manage small to medium-sized projects. It showcases professionals' capabilities in planning, executing, and delivering projects on time and within scope while ensuring effective communication and resource management. CompTIA Project+ focuses on practical, hands-on skills to tackle real-world project challenges.

Course Objectives: Students will learn to:

- Understand the properties of a project, including phases, schedules, roles and responsibilities, cost controls, and the fundamental aspects of agile methodology.
- Analyze the impact of various constraint variables and influences throughout a project while applying risk strategies and activities.
- Implement appropriate communication methods and change control processes within the context of a project.
- Utilize various project management tools and create project and partner-centric documentation to support project success.

OUTLINE:

LESSON 1: PROJECT MANAGEMENT CONCEPTS

- Define project characteristics, methodologies, and frameworks
- Compare Agile vs. Waterfall (selection criteria, team structure, communication)
- Apply change control processes
- Identify and manage project risks and responses
- Track and resolve project issues
- Develop and maintain project schedules (milestones, sequencing, resources)
- Evaluate quality and performance (KPIs, SLAs, audits, testing cycles)
- Manage project communication strategies and platforms
- Plan and facilitate effective meetings (agendas, roles, timeboxing, action items)
- Manage team performance and resource allocation
- Evaluate procurement methods and vendor selection

LESSON 2: PROJECT LIFE CYCLE PHASES

- Discovery Phase
 - Apply IT change control processes (CI/CD, staging vs. production environments)
- Project Initiation
 - Develop project charters
 - Identify stakeholders
 - Create responsibility assignment matrices (RAMs)
 - Conduct kickoff meetings
- Project Planning
 - Assign resources and define scope
 - Develop communication plans
 - Build project schedules
 - Perform risk assessments
- Project Execution
 - Manage tasks, vendors, and budgets
 - Lead meetings and resolve conflicts
 - Conduct phase gate reviews
- Project Closing
 - Validate deliverables

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- Close contracts and release resources
- Archive documentation
- Conduct closure meetings

LESSON 3: TOOLS AND DOCUMENTATION

- Project Management Tools
 - Gantt charts
 - Burndown charts
 - PERT charts
 - Issue logs, change logs, and risk registers
 - Dashboards and time-tracking tools
- Productivity Tools
 - Communication and collaboration platforms
 - Meeting and scheduling tools
 - Documentation and ticketing systems
- Quality and Performance Tools
 - Histograms
 - Pareto charts
 - Scatter diagrams
 - Fishbone diagrams
 - Burnup/burndown charts
 - Decision trees

LESSON 4: BASICS OF IT AND GOVERNANCE

- Understand environmental, social, and governance (ESG) considerations
- Identify information security concepts (physical, operational, digital, data)
- Recognize compliance, confidentiality, and privacy requirements
- Review core IT concepts (infrastructure, cloud models, software basics)
- Apply IT change control processes (CI/CD, staging vs. production environments)