

CompTIA Project+: IT Project Management Skills

Duration: 5 days

Price: \$4000

Certifications: CompTIA Project+

Exams: PK0-003

Course Overview

If you are taking this course, you probably have some professional exposure to the duties of a project manager or you may be considering embarking on a career in professional project management. This course is intended for individuals in various job roles who are involved in leading, managing, and participating in small to medium scale projects, or to prepare for the CompTIA® Project+™ (2009 Objectives) certification. This class is an excellent way for “general” project managers to become familiar with Information Technology projects and for IT staff that have learned their PM skills “on-the-job” to become familiar with standard best practices.

Course Objectives

After completing this course, students will be:

Able to apply recognized practices of project management and understand a project's life cycle, roles, and necessary skills to effectively initiate, plan, execute, monitor and control, and close a project. Be prepared for the CompTIA® Project+™ (2009 Objectives) certification (CompTIA® exam number JKO-013).

Course Outline

Lesson 1: Project Initiation

- Creating a Project Definition

Egypt Office:

10, 278th Street, Maadi, Cairo
11435, Cairo, Egypt

Spectrum Trainings FZ LLC

UAE Office:

Post Box - 500397
F 48, Level 1, Block 2A Knowledge Village, Dubai,
United Arab Emirates

KSA Office:

Office No. 4054, 2nd Floor, Olaya Avenue Mall,
King Fahad Road North Kingdom Tower
Riyadh, KSA

- Defining Business and Functional Requirements
- Defining Technical Requirements
- Strategic and Operational Relevance
- Assessing Project Feasibility
- Performing Risk Assessment

Lesson 2: Estimating

- Constructing Formal Estimates
- Creating Time Estimates
- Creating Cost Estimates

Lesson 3: Project Initiation

- Managing Change
- Writing the Scope Statements
- Writing the Project Charter
- Writing a Statement of Work (SOW)

Lesson 4 Project Planning

- Setting Expectations for the Planning Process
- Decomposing a Work Breakdown Structure
- Creating a Network Diagram
- Identifying and Analyzing the Critical Path
- Creating Project Schedules
- Creating Project Budgets

Lesson 5: Project Plan Development

- Developing a Resource Management Plan
- Developing a Risk Management Plan
- Developing a Quality Management Plan
- Developing An Operational Transfer Plan
- Developing a Communication Plan
- Compiling a Comprehensive Project Plan

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Lesson 6: Building the Team

- Assembling a Project Team
- Building and Supporting the Team
- Developing the Team

Lesson 7: Project Execution

- Monitoring the Project Iteratively
- Calculating Earned Value
- Executing Schedule Updates
- Executing Budget Updates
- Managing the Critical Path
- Managing the Project Team
- Managing Project Quality
- Managing Vendors

Lesson 8: Project Control

- Interpreting Control Techniques
- Mitigating Scope Creep
- Managing Variances

Lesson 9: Project Closure

- Managing Documentation
- Managing the Operational Transfer Plan
- Writing a Project Closure Report
- Obtaining Final, Formal Sign-Off
- Documenting Lessons Learned
- Managing Administrative Closure

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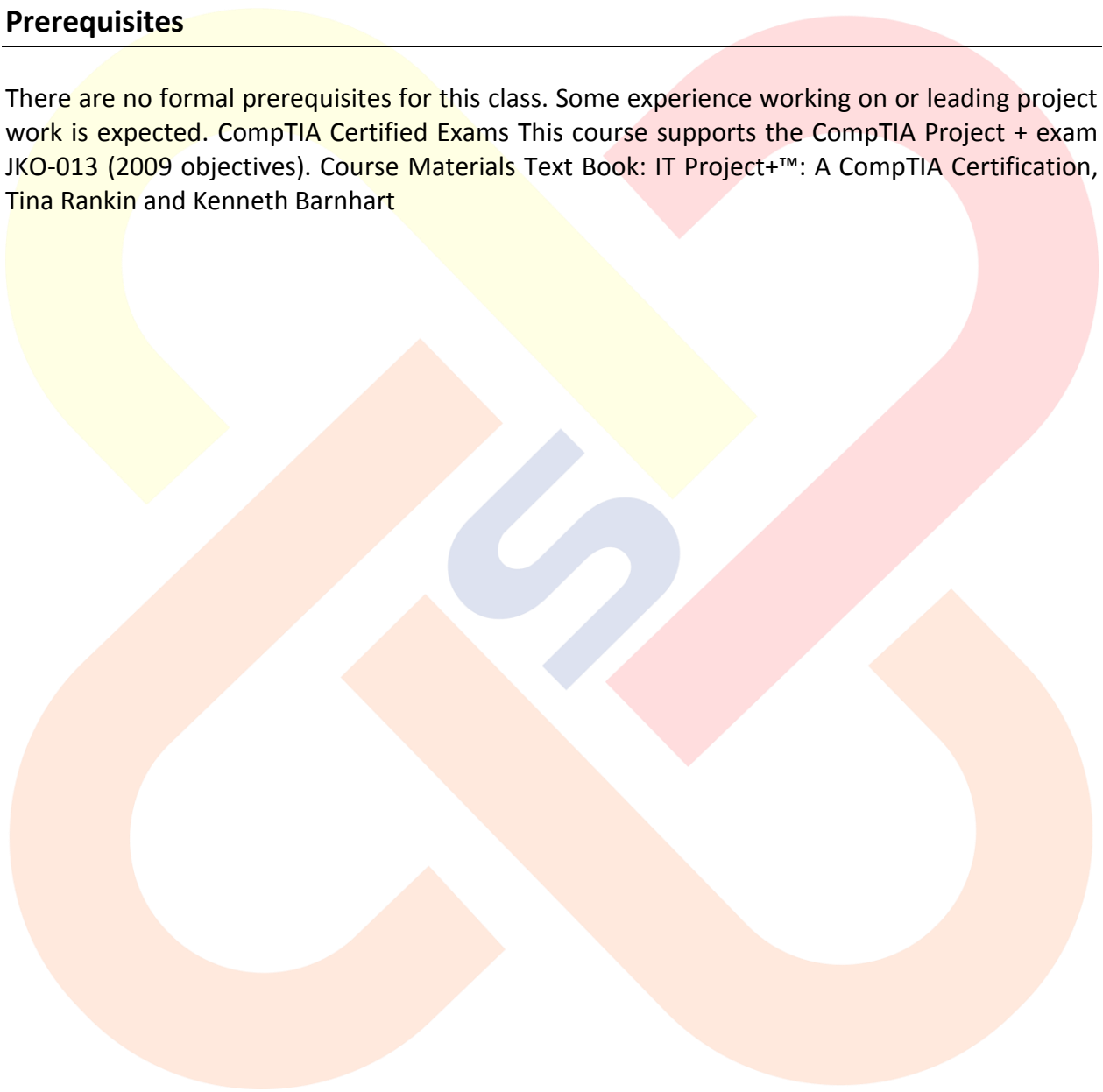
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Prerequisites

There are no formal prerequisites for this class. Some experience working on or leading project work is expected. CompTIA Certified Exams This course supports the CompTIA Project + exam JKO-013 (2009 objectives). Course Materials Text Book: IT Project+™: A CompTIA Certification, Tina Rankin and Kenneth Barnhart

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