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CompTIA IT Project+

Duration: 5 Days   **Course Code: G011**   **Version: PK0-005**

Overview:

CompTIA Project+ gives IT Pros the basic concepts to successfully manage small to medium sized projects. CompTIA Project+ is ideal for IT professionals who need to manage smaller, less complex projects as part of their other job duties but still have foundational project management skills. Project+ is versatile because it covers essential project management concepts beyond the scope of just one methodology or framework.

This five-day instructor led course will provide delegates with the essential knowledge and skills to either manage a project or be an effective, valuable member of the project team. It covers the fundamental steps in any project lifecycle and also addresses the necessary people skills such as effective negotiation, conflict resolution, leadership and team building.

Target Audience:

Job Roles: Junior IT project manager Project coordinator SCRUM masters Level II help desk technicians Development leads Product

Objectives:

- Plan, baseline and control a project effectively.

- Understand how to identify, manage and control change throughout a project.

- Have an awareness of estimating and managing pitfalls.

- Understand methods of identifying and controlling risks.

- Pick up essential tools and disciplines.

- Make successful cost/schedule/performance trade-offs.

- Understand quality management and customer expectation management.

- Identify and control risks.

- Know why, when and how to report progress.

- Create schedules, manage resources, track and control project plans using Microsoft Project.

- Effectively lead & develop a project team.

- Communicate effectively and carry out dynamic presentations.

- Get win-win outcomes through assertiveness, empathy and principled negotiations.

- Practice principled negotiation and conflict resolution.

Prerequisites:

Delegates are required to meet the following prerequisites:

- Should either be currently working in a project-based environment or are planning to do so in the near future.
- Basic PC and Windows user skills are necessary for successful completion of this course.

Testing and Certification

Recommended as preparation for exam(s):

- This course is recommended on the preparation for the newest CompTIA's IT Project+ Certification exam

Content:

What is a project and project management?

- Skills needed for successful project management
- The definition of a project
- Stakeholders

Why do projects fail?

- Reviewing project failure

The project lifecycle

- Examining lifecycles
- Why is the lifecycle important?

Managing the project

- Project Scoping
- The Work Breakdown Structure
- Risk Management
- Vendor management
- Successful estimating and cost management
- Earned value
- Scheduling (Microsoft Project)
- Resources, tracking ; reporting (Microsoft Project)
- Change management
- Project tracking and control
- Project reporting and communication
- Project completion

Interpersonal skills in project management

- Communication and negotiation
- Conflict resolution, skills practice ; action plan
- Recruitment ; selection
- Leadership
- Team development
- Presentation, assertiveness ; empathy skills
- Performance management ; principled negotiation

Further Information:

For More information, or to book your course, please call us on 00 971 4 446 4987

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