



CompTIA Project+

Duration: 5 Days **Course Code: G011** **Delivery Method: Virtual Learning**

Overview:

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.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

This course is aimed at experienced project managers wishing to formalise their skills, project managers who, having learnt 'on the job' require formal training leading to certification and technical specialists and engineers who are working for a project manager.

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.
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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 CompTIA's Project+ Certification exam (test no. PK0-004).
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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 Head Office 01189 123456 / Northern Office 0113 242 5931

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