

## **CompTIA Project+**

### **Course Outline**

#### **1) Preparing for the Project**

- Understand Project Management Basics
- Develop the Business Case
- Identify Project Characteristics

#### **2) Selecting the Project Framework**

- Identify Project Methodologies
- Compare Agile and Waterfall Projects
- Build a Project Team
- Prepare Project Initiation Documents

#### **3) Initiating the Project**

- Build a Project Team
- Prepare Project Initiation Documents

#### **4) Facilitating Effective Meetings**

- Lead Effective Meetings
- Use Project Management Tools
- Create a Communication Plan

#### **5) Implementing Solution Design**

- Create a Solution Design Document
- Evaluate IT Infrastructure Needs

#### **6) Managing Resources**

- Describe the Resource Life Cycle
- Conduct a Needs Assessment

#### **7) Managing Risk**

- Identify and Analyze Risk
- Treat and Monitor Risk

#### **8) Creating a Project Schedule**

- Define Units of Work
- Sequence the Activities

#### **9) Creating a Project Plan**

- Refine the Timeline
- Establish Project Baselines
- Create a Quality Assurance Plan

#### **10) Procuring Solutions**

- Compare Procurement Options

- Evaluate and Select Vendors

**11) Managing Project Execution**

- Document Progress
- Communicate Progress

**12) Managing Issues and Changes**

- Resolve Issues
- Control Changes

**13) Managing Performance**

- Measure Performance
- Maintain the Project Schedule

**14) Wrapping Up the Project**

- Prepare for Project Closure
- Close the Project

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