

## **CompTIA Project+**

- 1. Exploring Project Management Fundamentals**
  - a. Examine the Basics of Project Management
  - b. Describe the Project Life Cycle
  - c. Examine Organizational Influences on Project Management
- 2. Performing the Pre-Project Setup**
  - . Create a Project Concept Definition Statement
    - a. Examine Project Selection
    - b. Determine Strategic and Operational Relevance
    - c. Perform Project Feasibility
    - d. Determine Technical Requirements
- 3. Initiating a Project**
  - . Prepare a Project Statement of Work
    - a. Create a Project Charter
    - b. Identify Project Stakeholders
- 4. Planning Project Strategy**
  - . Identify Elements of the Project Management Plan and Subsidiary Plans
    - a. Determine Stakeholder Needs
    - b. Create a Scope Statement
    - c. Develop a Work Breakdown Structure
- 5. Developing the Project Schedule**
  - . Create an Activity List
    - a. Create a Project Schedule Network Diagram
    - b. Identify Resources
    - c. Estimate Time
    - d. Develop a Project Schedule
    - e. Identify the Critical Path
    - f. Optimize the Project Schedule
    - g. Create a Schedule Baseline
- 6. Planning Human Resources, Communication, and Quality**
  - . Create a Human Resource Plan
    - a. Create a Communications Management Plan
    - b. Create a Quality Management Plan
- 7. Planning Project Risk Management**
  - . Examine a Risk Management Plan
    - a. Identify Project Risks and Triggers
    - b. Perform Qualitative Risk Analysis
    - c. Perform Quantitative Risk Analysis

- d. Develop a Risk Response Plan
- 8. Planning Project Costs**
  - . Estimate Project Costs
    - a. Estimate the Cost Baseline
    - b. Reconcile Funding and Costs
- 9. Planning Project Procurements**
  - . Plan Project Procurements
    - a. Prepare a Procurement Statement of Work
    - b. Prepare a Procurement Document
- 10. Planning for Change Management and Transitions**
  - . Develop an Integrated Change Control System
    - a. Develop a Transition Plan
- 11. Managing Project Execution**
  - . Direct Project Execution
    - a. Execute a Quality Assurance Plan
    - b. Assemble a Project Team
    - c. Develop a Project Team
    - d. Manage a Project Team
    - e. Distribute Project Information
    - f. Manage Stakeholder Relationships and Expectations
- 12. Managing Project Procurement**
  - . Obtain Responses from Sellers
    - a. Determine Project Sellers
- 13. Control Project Performance**
  - . Monitor and Control Project Work
    - a. Manage Project Changes
    - b. Report on Project Performance
- 14. Monitor and Control the Triple Constraints**
  - . Control Project Scope
    - a. Control Project Schedule
    - b. Control Project Costs
    - c. Manage Project Quality
- 15. Monitoring Project Risks and Procurements**
  - . Control Project Risks
    - a. Managing Vendors and Procurements
- 16. Performing the Project Closure Processes**
  - . Deliver the Final Product
    - a. Close Project Procurements
    - b. Conduct a Closeout Meeting