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Microsoft
GOLD CERTIFIED

Partner

isett seta
COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR
Accreditation No.: ACC02 000 077

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Project+ Certification, 2003 Objectives, CompTIA Press Edition + MeasureUp 2nd Edition

Publisher: CompTIA Press

Code: 1423914473

ISBN: 1423914473

Version: 2

Course Length: 3-days (18+ hours)

Audience: Students preparing for the CompTIA Project+ exam.

Prerequisites: None

What's in Project+ Certification, 2003 Objectives, CompTIA Press Edition + MeasureUp 2nd Edition:

This ILT Series course will prepare students for the current CompTIA Project+ certification exam. It covers the full range of skills and concepts students need to know to plan and implement projects. The project initiation and planning process is covered in-depth, culminating in the creation of a project schedule. Learning how to manage business concerns such as cost and risk is balanced by thorough coverage of best practices in managing people and resources. Students will also learn how to manage change and the steps necessary in closing a project. Comes with MeasureUp exam prep software. Also available with a companion CBT program.

Objectives:

- Discuss project and project management concepts, project management tools and resources, and basic project management skills.
- Identify stakeholder needs and expectations. Identify business requirements. Perform a systems requirements analysis. Identify roles and responsibilities. Create a project charter. Create scope documents. Identify strategies for building consensus among management and other project stakeholders.
- Discuss the planning process. Create a work breakdown structure (WBS). Develop effort, time, and cost estimates. Create a project team. Create a project schedule.
- Create a communication plan. Create a resource management plan. Create a procurement and vendor management plan. Create a risk management plan. Create a quality management plan. Create a comprehensive project plan.
- Manage the project team. Manage client relationships.
- Create a budget. Identify project tracking activities. Evaluate and measure the performance of a project.
- Manage changes. Manage resources and quality.
- Discuss project closure.

Topic-Level Outline

Days: 3

Unit 1 : Project management overview

*Topic A: * Introduction to project management*

A-1: Discussing project concepts

*Topic B: * IT project management*

B-1: Discussing project management tools

*Topic C: * Project management skills*

C-1: Discussing project management

C-2: Identifying a project's failure and success

Unit 2 : Project initiation

*Topic A: * Project stakeholders*

A-1: Identifying key stakeholders

A-2: Defining stakeholder requirements

*Topic B: * Business requirements*

B-1: Determining business needs

B-2: Refining business needs

B-3: Discussing informal drivers

B-4: Defining the concept

*Topic C: * System requirements analysis*

C-1: Identifying business and functional requirements

C-2: Discussing system requirements analysis

*Topic D: * Key roles and responsibilities*

D-1: Identifying typical roles

*Topic E: * The project charter*

E-1: Discussing project charters

*Topic F: * Defining scope*

F-1: Discussing scope documents

F-2: Discussing worst case scenarios and best practices

F-3: Performing preliminary risk assessment

*Topic G: * Stakeholder consensus and approval*

G-1: Building consensus and gaining customer confirmation

G-2: Discussing strategies for building consensus

G-3: Conducting a review meeting

Unit 3 : Project planning, estimating and scheduling

*Topic A: * Planning phase*

A-1: Discussing the planning phase

*Topic B: * Creating a work breakdown structure*

B-1: Discussing uses of a WBS

B-2: Developing a WBS

B-3: Creating a WBS

*Topic C: * Developing effort, time, and cost estimates*

C-1: Estimating effort

C-2: Discussing time estimates

C-3: Discussing cost categories and cost estimate types

C-4: Listing assumptions for creating estimates

C-5: Discussing effort, time, and cost estimates

*Topic D: * The project team*

D-1: Creating a project team

D-2: Securing staffing commitments and resolving issues

*Topic E: * The project schedule*

E-1: Creating a project schedule

E-2: Analyzing critical path

Unit 4 : Creating project plans

*Topic A: * The communication plan*

A-1: Developing a communication plan

A-2: Communicating and communication reporting

A-3: Communicating in various situations

*Topic B: * The resource management plan*

B-1: Creating a resource management plan

*Topic C: * The procurement and vendor management plan*

C-1: Discussing procurement planning

C-2: Discussing solicitation planning

C-3: Determining contract tasks and deliverables

C-4: Discussing vendor selection, management and contracts

*Topic D: * The risk management plan*

D-1: Discussing project risks

D-2: Identifying risk severity criteria

D-3: Identifying strategies to mitigate or remove risk

*Topic E: * The quality management plan*

E-1: Developing quality measures

E-2: Monitoring quality measures and analyzing project constraints

E-3: Resolving disagreements

*Topic F: * The comprehensive project plan*

F-1: Discussing the comprehensive project plan

F-2: Conducting a project plan review meeting

Unit 5 : Managing people

*Topic A: * Managing the project team*

A-1: Providing feedback

A-2: Discussing reasons for poor performance

A-3: Discussing team performance

A-4: Managing a team

*Topic B: * Client relationships*

B-1: Managing client relations

Unit 6 : Managing cost and evaluating project performance

*Topic A: * Creating a budget*

A-1: Developing budgets

*Topic B: * Tracking*

B-1: Tracking projects

B-2: Discussing budget overruns

B-3: Mitigation of issues

*Topic C: * Performance reporting*

C-1: Evaluating performance

C-2: Using tools to measure performance

C-3: Calculating earned value variables and EAC

Unit 7 : Managing change and quality

*Topic A: * Managing change*

A-1: Preventing scope creep

A-2: Controlling resolution

A-3: Communicating during change

A-4: Justifying changes

A-5: Obtaining buy-in on a project change

*Topic B: * Resource and quality management*

B-1: Addressing schedule slippage

B-2: Negotiation, disagreement resolution and issue escalation

B-3: Applicability of testing methods

B-4: Discussing acceptance testing

B-5: Discussing quality management

Unit 8 : Project closure

*Topic A: * Closing a project*

A-1: Discussing the closure phase

A-2: Conducting a project review meeting

A-3: Discussing the project report and lessons learned

Appendix A : Certification exam objectives map

*Topic A: * Comprehensive exam objectives*