

Official CompTIA learning resources
for Instructor-Led Training:

CompTIA Project+

Official CompTIA learning resources for Instructor-Led Training are designed with the instructor in mind, providing insights and tools for successfully training learners pursuing their CompTIA Project+ certification.

OVERVIEW

The Official CompTIA Project+ Guides (Exam PKO-004) students will learn to recognize practices of project management and understand a project's life cycle, roles, and skills necessary to effectively initiate, plan, execute, monitor, control and close a project. It provides full coverage of the objectives for the CompTIA Project+ certification and will help prepare students to take the exam.

OFFICIAL LEARNING RESOURCES

- The Official CompTIA Project+ Instructor Guide (Exam PKO-004)
- The Official CompTIA Project+ Student Guide (Exam PKO-004)
- CompTIA Learning Center – Digital Learning Platform – included with purchase of print and eBook
- CompTIA Project+ (Exam PKO-004) CompTIA Labs
- CompTIA CertMaster Practice for Project+ (Exam PKO-004)

WHY ARE OFFICIAL COMPTIA LEARNING RESOURCES DIFFERENT?

- **For Exam Takers by the Exam Developer** - Official CompTIA learning resources are the only study material exclusively developed by CompTIA for the CompTIA certification candidate.
- **Developed with the instructor in mind** - Official CompTIA learning resource's focus on instruction are unique, providing instructors ease and flexibility to teach to any audience within any modality.
- **Complete Library** - No other content library covers all exam objectives for all certifications. It provides complete breadth, depth and currency of material unavailable with competitors.

KEY FEATURES AND BENEFITS

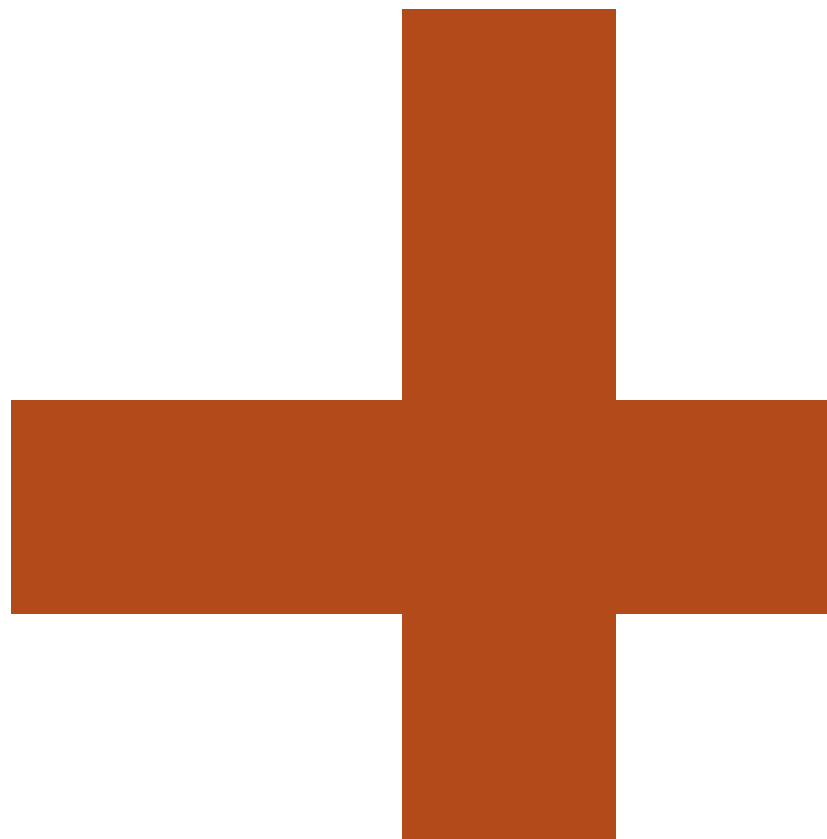
- **Designed and Class-tested for Instructor-Led Training** using proven instructional design. Topics are presented in a hierarchy that offers knowledge, procedural tasks and hand-on activities that require students put knowledge into practice. This approach keeps student engaged and ensures success.
- **Focused on job roles and 100% coverage of exam objectives** means learning resources are practical, based on real performance scenarios. In addition, learning resources are aligned to certification exam objectives.
- **Active Learning** is integrated with one activity per topic designed to enable students to practice guidelines and procedures as well as solidify understanding of the informational material presented in the course.
- **Flexible and customizable based on course format** whether the course is co-located or remote, synchronous or asynchronous. Class resources can be easily configured based on modality.

LABS

CompTIA Labs, hosted by Skillable, allow students to learn in actual software applications through a remote lab environment. Labs allow students to practice what they are learning using real, hands-on experiences. Students have access to the software environment for 12 months after a CompTIA Labs access key is redeemed, providing a post-class resource for students to practice their skills.

EXAM PREP OPTION

CertMaster Practice is an online assessment and remediation tool designed to help students feel more confident and prepared for their CompTIA exam.



ENHANCED LEARNING RESOURCES

The Official CompTIA Project+ Guides include the accompanying resources:

Comprehensive INSTRUCTOR resources ensure successful course delivery by providing:	Comprehensive STUDENT resources engage students by providing:
<ul style="list-style-type: none">• Course-specific delivery tips provide the instructor with additional insights to deliver the course successfully• Facilitator notes in instructor guide• Solutions to activities and discussions• PowerPoint slides: A complete set of slides to facilitate the class including lists, tables, diagrams, illustrations, annotated screens and activity summaries• Presentation Planners help plan and schedule courses based on different course lengths• Solutions: Instructors have solutions to Activities and Discussion Questions embedded within the Instructor Guide.	<ul style="list-style-type: none">• eBook: An interactive online version of the book, along with secure PDF and downloadable versions• Files: Any course files available to download• Videos: Brief videos, developed exclusively for CompTIA, provide demonstrations of key activities in the course• Assessment: A series of different assessments for each lesson as well an overall self-assessment• PowerPoint slides• Solutions to activities and discussions• Strengths and Weaknesses Dashboard: Students assessments results are aggregated in the Strengths and Weaknesses dashboard to provide an indicator of their overall performance in the course.

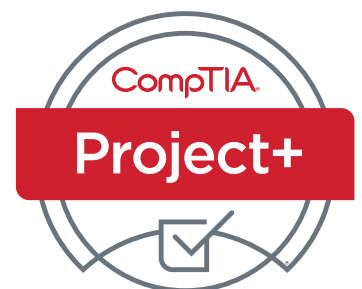
COURSE OVERVIEW

This course is for students who are preparing to take the CompTIA Project+ certification exam PK0-004.

This course is designed for individuals in various job roles who have a basic knowledge of project management, and who participate in small to medium scale projects.

JOB ROLES

- **Project Coordinator/Manager**
- **Project Team Member**
- **Business Analyst**
- **Manager, Director, Team Leader**



PREREQUISITES

Students should have an understanding of basic project management concepts. A typical student would have a minimum of 12 months of project management experience. Knowledge of specific software tools is helpful but not mandatory.

TABLE OF CONTENTS		
Lesson 1: Defining Project Management Fundamentals Topic A: Identify Project Management Basics Topic B: Describe the Project Life Cycle Topic C: Identify Organizational Influences on Project Management Topic D: Define Agile Methodology	Lesson 2: Initiating the Project Topic A: Identify the Project Selection Process Topic B: Prepare a Project SOW Topic C: Create a Project Charter Topic D: Identify Project Stakeholders	Lesson 3: Planning the Project: Topic A: Project Management Plan Components Topic B: Determine Stakeholder Needs Topic C: Create a Scope Statement
Lesson 4: Preparing to Develop the Project Schedule Topic A: Develop a WBS Topic B: Create an Activity List Topic C: Identify the Relationships Between Activities Topic D: Identify Resources Topic E: Estimate Time	Lesson 5: Developing the Project Schedule Topic A: Develop a Project Schedule • Topic B: Identify the Critical Path • Topic C: Optimize the Project Schedule • Topic D: Create a Schedule Baseline	Lesson 6: Planning Project Costs Topic A: Estimate Project Costs Topic B: Estimate the Cost Baseline Topic C: Reconcile Funding and Costs
Lesson 7: Planning Human Resources and Quality Management Topic A: Create a Human Resource Plan Topic B: Create a Quality Management Plan	Lesson 8: Communicating During the Project Topic A: Identify Communication Methods Topic B: Create a Communications Management Plan	Lesson 9: Planning for Risk Topic A: Create a Risk Management Plan Topic B: Identify Project Risks and Triggers Topic C: Perform Qualitative Risk Analysis Topic D: Quantitative Risk Analysis Topic E: Develop a Risk Response Plan
Lesson 10: Planning Project Procurements Topic A: Collect Project Procurement Inputs Topic B: Prepare a Procurement Management Plan Topic C: Prepare Procurement Documents	Lesson 11: Planning for Change and Transitions Topic A: Develop an Integrated Change Control System Topic B: Develop a Transition Plan	Lesson 12: Executing the Project Topic A: Direct the Project Execution Topic B: Execute a Quality Assurance Plan Topic C: Assemble the Project Team Topic D: Develop the Project Team Topic E: Manage the Project Team Topic F: Distribute Project Information Topic G: Manage Stakeholder Relationships and Expectations
Lesson 13: Executing the Procurement Plan Topic A: Obtain Responses from Vendors Topic B: Select Project Vendors	Lesson 14: Monitoring and Controlling Project Performance Topic A: Monitor and Control Project Work Topic B: Manage Project Changes Topic C: Report Project Performance	Lesson 15: Monitoring and Controlling Project Constraints Topic A: Control the Project Scope Topic C: Control the Project Schedule Topic D: Control Project Costs Topic E: Manage Project Quality
Lesson 16: Monitoring and Controlling Project Risks Topic A: Monitor and Control Project Risks	Lesson 17: Monitoring and Controlling Procurements Topic A: Monitor and Control Vendors and Procurements Topic B: Handling Legal Issues	Lesson 18: Closing the Project Topic A: Deliver the Final Product Topic B: Close Project Procurements Topic C: Close a Project

PURCHASE EVERYTHING IN ONE PLACE

Official CompTIA learning resources are available on the CompTIA Store at <https://store.comptia.org/>, which means partners will be able to obtain Official CompTIA learning resources, CompTIA CertMaster products and exam vouchers all in one place. Please contact your CompTIA business development representative for more information.

