



Official CompTIA Content
for Instructor-Led Training:

CompTIA Project+

Official CompTIA Content for Instructor-Led Training is 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 Content:

- The Official CompTIA Project+ Instructor Guide (Exam PKO-004)
- The Official CompTIA Project+ Student Guide (Exam PKO-004)
- CompTIA CHOICE Digital Learning Platform
 - Online resources included with purchase of Guides
- CompTIA Project+ (Exam PKO-004) CompTIA Labs
- CompTIA CertMaster Practice for Project+ (Exam PKO-004)

Why is Official CompTIA Content different?

- **For exam takers, by the exam developer** - Official CompTIA Content is the only study material exclusively developed by CompTIA for the CompTIA certification candidate.
- **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.
- **Developed with the instructor in mind** - Official CompTIA Content's focus on instruction is unique, providing instructors ease and flexibility to teach to any audience within any modality.

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.
- **Comprehensive instructor resources enhanced through CompTIA CHOICE platform** ensures a successful course delivery. Resources to download include:
 - **Course setup** notes describe hardware and software requirements
 - Course-specific **delivery tips** with insights to deliver the course material
 - **Presentation planners** help plan and schedule course based on different course lengths
 - **PowerPoint slides**
 - **Facilitator notes** in instructor manual
 - **Solutions** to activities and discussions
- **Comprehensive student resources enhanced through CompTIA CHOICE platform** engages students by providing:
 - **Classroom**: A link to the training provider's classroom environment
 - **eBook**: An interactive online version of the book, along with secure PDF and downloadable versions
 - **Files**: Any course files available to download
 - **Videos**: Brief animated videos that enhance and extend the classroom learning experience
 - **Assessment**: Questions designed for self-assessment of the course content
 - **Checklists**: Step by step procedures for recurring IT tasks that are part of the course objectives and as post-class references
 - **Links**: Helpful links to certification exam information, CompTIA's IT Careers blog, and additional resources for test prep
 - **Locker**: A resource allowing for secure file exchange with students
- **Focused on job roles and 100% coverage of exam objectives** means content is practical, based on real performance scenarios. In addition, content is 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.

Lab option

- CompTIA Labs hosted by Learn on Demand Systems 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 6 months after a CompTIA Labs access key is redeemed, providing a fantastic post-class resource for students to practice their skills.

Exam Prep option

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

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.

Course content summary

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



Purchase Everything in One Place

Official CompTIA Content is available on the CompTIA Store at store.comptia.com, which means partners will be able to obtain Official CompTIA Content, CompTIA CertMaster products and exam vouchers all in one place.

Please contact your CompTIA business development representative for more information.