1. Course Details:

Course Code : CTIA-009
Course Title : CompTIA IT Project+
Course Duration : 5 Days

2. Course Overview

- Will provide participants with the essential knowledge and skills to either manage a project or be an effective, valuable member of the project team.
- Covers the fundamental steps in any project lifecycle and addresses the necessary people skills such as effective negotiation, conflict resolution, leadership and team building.

3. Learning Outcomes:

- Plan, baseline and control a project effectively
- Understand how to identify, manage and control change throughout a project
- Understand methods of identifying and controlling risks
- Pick up essential tools and disciplines
- Make successful cost, schedule and performance trade-offs
- Understand quality management and customer expectation management
- Identify and control risks, know why, when and how to report progress
- Create schedules, manage resources, track and control project plans using Microsoft Project
- Effectively lead & develop a project team
- Practice principled negotiation and conflict resolution

4. Course Contents:

What is a project and project management?

- Skills needed for successful project management
- The definition of a project
- Stakeholders

Why do projects fail?

- Reviewing project failure

The project lifecycle

- Examining lifecycles
- Why is the lifecycle important?

Managing the project

- Project Scoping
- The Work Breakdown Structure
- Risk and vendor management
- Successful estimating and cost management
- Scheduling (Microsoft Project)
- Resources, tracking & reporting (Microsoft Project)
- Change management
- Project tracking and control
- Project reporting, communication, completion

Interpersonal skills in project management

- Communication and negotiation
- Conflict resolution, skills practice & action plan
- Recruitment & selection
- Leadership and team development
- Presentation, assertiveness & empathy skills
- Performance management & principled negotiation

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course

duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Experienced project managers wishing to formalize their skills
- Project managers who, having learnt 'on the job' require formal training leading to certification
- Technical specialists and engineers who are working for a project manager