CompTIA Project Management Essentials

Overview

The CompTIA Project Management Essentials course provides participants with the fundamental knowledge, practical tools, and best practices needed to plan, organise, execute, and complete projects effectively. Designed for individuals at any experience level, the course introduces the project management life cycle and covers essential activities such as defining project objectives, identifying stakeholders, developing project plans, allocating responsibilities, managing risks, and monitoring project progress.

Through interactive learning activities and practical AI-powered project scenarios, participants will develop the confidence to manage tasks, coordinate team activities, address challenges, and achieve project goals. Upon successful completion of the competency assessment, participants will earn a CompTIA Competency Certificate (CompCert) to demonstrate their project management knowledge and skills.

Duration

7 hours

Learning Outcomes

Upon completion of this course, participants will be able to:

- Explain the key stages of the project management life cycle and the responsibilities involved in managing a project.
- Develop a basic project plan by identifying tasks, estimating time and effort, and preparing a project timeline.
- Coordinate project activities, communicate with stakeholders, and respond to common project challenges.
- Track project progress, evaluate outcomes, and complete project closure activities effectively.

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Course Objectives

The objectives of this course are to:

- Understand the fundamental concepts, principles, and phases of the project management life cycle.
- Apply basic project initiation and planning techniques to define project objectives, tasks, timelines, and resources.
- Demonstrate effective project execution, communication, and risk management practices.
- Monitor project progress, evaluate performance, and apply appropriate project closure techniques.

Target Audience

This course is suitable for:

- Employees who are involved in planning, coordinating, or supporting project activities.
- Team leaders and supervisors responsible for managing tasks and team initiatives.
- Project coordinators and project support personnel seeking foundational project management knowledge.
- Administrative and operational staff involved in organising and monitoring work activities.
- Fresh graduates and individuals who want to develop basic project management skills.
- Professionals who wish to improve their ability to manage tasks, resources, and project priorities.

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OUTLINE

Module	Topic Coverage
Module 1: Introduction to Project Management	• Understand the fundamentals and purpose of project management. • Identify the characteristics and key components of a project. • Explore the project management life cycle and its different phases. • Understand the roles and responsibilities involved in project management. • Recognise the importance of project management in achieving organisational objectives.
Module 2: Initiating a Project	• Identify project needs, objectives, and expected outcomes. • Define the project scope and establish its overall direction. • Identify key stakeholders and understand their roles and expectations. • Determine project requirements and available resources. • Establish a foundation for effective project planning and execution.
Module 3: Planning a Project	• Break down project objectives into manageable tasks and activities. • Estimate the time, effort, and resources required to complete tasks. • Develop project timelines and establish task priorities. • Identify potential project risks and prepare appropriate responses. • Organise project activities to support effective implementation.
Module 4: Executing a Project	• Assign responsibilities and coordinate team activities. • Communicate project requirements, updates, and expectations effectively. • Manage resources and support the completion of planned activities. • Address challenges and resolve issues that arise during execution. • Apply practical approaches to keep project activities aligned with objectives.

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Module 5: Monitoring and Closing a Project	• Monitor project progress against the planned timeline and objectives. • Identify delays, issues, and areas requiring corrective action. • Review project performance and evaluate the results achieved. • Conduct project reviews to identify lessons learned. • Complete project closure activities and document the final outcomes.