

## PRODUCT PROFILE:

# CompTIA Project Management Essentials

## OVERVIEW

CompTIA Project Management Essentials gives learners practical tools and best practices for any role, whether they lead initiatives or support a team. Learn to plan, organize, and confidently complete tasks and projects at any experience level.

Through hands-on practice and realistic AI-powered scenarios, learners will gain practical skills to confidently plan, execute, and complete projects of any size. Whether they're overseeing events, driving new initiatives, or juggling multiple priorities, this product equips learners to achieve their goals and stand out at work. No project management experience required.

## LEARNER BENEFITS

- **Understand the project life cycle:** Explore the phases of a project and the core concepts of project management.
- **Project initiation:** Learn how to define a project and identify key stakeholders.
- **Planning basics:** Discover techniques to break down a project into tasks, estimate time and effort, create a timeline, and prepare for risks.
- **Execution skills:** Assign responsibilities, communicate effectively, monitor progress, and resolve issues as they arise.
- **Project completion:** Evaluate results, perform project reviews, and successfully close a project.

## Product Differentiators

Project Management Essentials and Project+ are highly differentiated products that are designed for two entirely different purposes.

- **Project+** is designed to certify that a candidate has the skills necessary to perform the job of a full-time Project Manager, especially in IT projects.
- **Project Management Essentials** is designed to help professionals who are not and do not aspire to be full-time project managers develop and demonstrate basic project management skills.

## KEY FEATURES

### TRAINING DELIVERY OPTIONS

- Self-paced
- Instructor-led training

### AVAILABLE PRODUCT OPTIONS

- CertMaster Learn

### ESTIMATED TIME

- 6-8 Hours of Instruction
- 30 Minute competency Assessment

## LEARNER OUTCOMES

Learners who complete Project Management Essentials will build a solid understanding of the entire project life cycle and acquire practical, foundational skills to initiate, plan, execute, and close projects with confidence. By learning how to define objectives, coordinate tasks, manage timelines, and communicate effectively, they will be equipped to contribute to or lead projects, even outside of a formal project management role.

As a result, organizations benefit from more consistent project execution, better cross-team collaboration, and improved project success across the workforce.

## LESSON OUTLINE

- 1.0 Introduction to Project Management
- 2.0 Initiating a Project
- 3.0 Planning a Project
- 4.0 Executing a Project
- 5.0 Monitoring and Closing a Project