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 The Project+ Certification Study Guide was designed to help you acquire the knowledge and skills required to manage the project life cycle, ensure appropriate communication, manage resources, and maintain documentation covered in the latest PK0-004 exam objectives and is packed with informative and accessible content.

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CompTIA Project+ is ideal for professionals who need to manage smaller, less complex projects as part of their other job duties but still have foundational project management skills. Project+ is more versatile than other certifications because it covers essential project management concepts beyond the scope of just one methodology or framework.

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The CompTIA Project+ Study Guide, Second Edition is your comprehensive resource for taking Exam PK0-004. With 100% coverage of all exam objectives, bolstered by real-world scenarios and the Sybex interactive learning environment, this book gives you everything you need to approach the exam with confidence.

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About the exam The CompTIA Project+ examination is designed for business professionals who coordinate or manage small-to-medium-sized projects. The successful candidate will have the knowledge and skills required to: Manage the project life cycle

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The CompTIA Project+ exam is designed for IT professionals who want to improve their career trajectory by gaining certification in project management specific to their industry. This guide covers everything necessary to pass the current iteration of the Project+ PK0-004 exam.

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The bestselling Project+ preparation guide, updated for the latest exam The CompTIA Project+ Study Guide, Second Edition is your comprehensive resource for taking Exam PK0-004. With 100% coverage of all exam objectives, bolstered by real-world scenarios and the Sybex interactive learning environment, this book gives you everything you need to approach the exam with confidence. Detailed explanations and superior study tools cover and reinforce setup, initiation, planning, execution, delivery, change, control, communication, and closure, and the author Kim Heldman's twenty-five years of project management experience provide deep insight into real-world applications. Study tools include access to two bonus practice exams, allowing you to focus on areas you need further review, and electronic flashcards provide last minute review on key concepts. The Project+ exam is a first step into the complex world of project management, and serves as a springboard to the Project Management Institute's (PMI) PMP certification. This study guide helps you build the knowledge you need to be confident on exam day. Review 100 percent of the Project+ exam objectives Understand the real-world applications of each concept Gain expert insight drawn from real-world experience Access online practice exams, electronic flashcards, and more Every industry needs people who know how to deliver successful project outcomes. The Project+ exam parallels the PMI's A Guide to Project Management Body of Knowledge (PMBOK® Guide), so this smart study guide gives you a solid foundation for additional project management training and certification. The CompTIA Project+ Study Guide, Second Edition combines industry-leading expertise with Sybex resources to help you successfully begin your project management journey.

Types of Organizational Change -- Procurement Planning -- Statement of Work -- Vendor Solicitation -- Vendor Selection Criteria -- Types of Contracts -- Partner and Vendor-centric Documents -- Agile Project Management -- Sprint Planning -- Daily Standups or Scrum Meetings -- Scrum Retrospective -- Other Methodologies -- Summary -- Exam Essentials -- Key Terms -- Review Questions -- Chapter 10 Project Tools and Documentation -- Project Management Tools -- Charts -- Dashboards and Status Reports -- Knowledge Management Tools -- Using Performance Measures -- Key Performance Indicators -- Key Performance Parameters -- Balanced Score Card -- Project Endings -- Characteristics of Closing -- Types of Project Endings -- Steps in Closing Out a Project -- Obtaining Sign-Off -- Transferring the Product of the Project -- Releasing Team Members -- Closing Out the Contract -- Administrative Closure -- Archiving Project Documents -- Documenting Lessons Learned -- Preparing the Project Close Report -- Summary -- Exam Essentials -- Key Terms -- Review Questions -- Appendix Answers to Review Questions -- Chapter 1: Initiating the Project -- Chapter 2: Project Team Roles and Responsibilities -- Chapter 3: Creating the Project Charter -- Chapter 4: Creating the Work Breakdown Structure -- Chapter 5: Creating the Project Schedule -- Chapter 6: Resource Planning and Management -- Chapter 7: Defining the Project Budget and Risk Plans -- Chapter 8: Communicating the Plan -- Chapter 9: Processing Change Requests and Procurement Documents -- Chapter 10: Project Tools and Documentation -- Index -- Advert -- EULA

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It's important to know project management best practices that are tailored to your enterprise environments. From project kick-off to formal project/phase closure, you'll learn the skills needed to see a project through to completion. This book will help you to become certified and understand the project management best practices.

This is the eBook version of the print title. Note that the eBook might not provide access to the practice test software that accompanies the print book. Learn, prepare, and practice for CompTIA Project+ PK0-004 exam success with this CompTIA-approved Cert Guide from Pearson IT Certification, a leader in IT certification learning and a CompTIA Authorized Platinum Partner. Master CompTIA Project+ PK0-004 exam topics Assess your knowledge with chapter-ending quizzes Review key concepts with exam preparation tasks Gain even deeper understanding with more than 130 true-to-life project management examples CompTIA Project+ Cert Guide is a best-of-breed exam study guide. Project management certification expert Robin Abernathy shares preparation hints and test-taking tips, helping you identify areas of weakness and improve both your conceptual knowledge and hands-on skills. Material is presented in a concise manner, focusing on increasing your understanding and retention of exam topics. The book presents you with an organized test preparation routine through the use of proven series elements and techniques. Exam topic lists make referencing easy. Chapter-ending Exam Preparation Tasks help you drill on key concepts you must know thoroughly. Review questions help you assess your knowledge, and a final preparation chapter guides you through tools and resources to help you craft your final study plan. Through 130+ exceptionally realistic examples, Abernathy demonstrates how project management actually works throughout the phases, tasks, documents, and processes that are part of the project manager's job. These examples are designed to offer deep real-world insight that is invaluable for successfully answering scenario-based questions on the live Project+ exam. Well regarded for its level of detail, assessment features, and challenging review questions and exercises, this CompTIA-approved study guide helps you master the concepts and techniques that will enable you to succeed on the exam the first time. The CompTIA-approved study guide helps you master all the topics on the Project+ exam, including · Project basics: properties, phases, roles, responsibilities, team structures, cost control, schedules, resource management, and Agile methodology · Project constraints, influences, and risks, including risk activities and strategies · Communication and change management, including communication methods, influences, triggers, target audiences, and change control · Project management tools, project documentation, and vendor documentation

Test your knowledge and know what to expect on A+ exam day CompTIA A+ Complete Practice Tests, Second Edition enables you to hone your test-taking skills, focus on challenging areas, and be thoroughly prepared to ace the exam and earn your A+ certification. This essential component of your overall study plan presents nine unique practice tests!and two 90-question bonus tests!covering 100% of the objective domains for both the 220-1001 and 220-1002 exams. Comprehensive coverage of every essential exam topic ensures that you will know what to expect on exam day and maximize your chances for success. Over 1200 practice questions on topics including hardware, networking, mobile devices, operating systems and procedures, troubleshooting, and more, lets you assess your performance and gain the confidence you need to pass the exam with flying colors. This second edition has been fully updated to reflect the latest best practices and updated exam objectives you will see on the big day. A+ certification is a crucial step in your IT career. Many businesses require this accreditation when hiring computer technicians or validating the skills of current employees. This collection of practice tests allows you to: Access the test bank in the Sybex interactive learning environment Understand the subject matter through clear and accurate answers and explanations of exam objectives Evaluate your exam knowledge and concentrate on problem areas Integrate practice tests with other Sybex review and study guides, including the CompTIA A+ Complete Study Guide and the CompTIA A+ Complete Deluxe Study Guide Practice tests are an effective way to increase comprehension, strengthen retention, and measure overall knowledge. The CompTIA A+ Complete Practice Tests, Second Edition is an indispensable part of any study plan for A+ certification.

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