EDUSUM
#1 Online Certification Guide

PK0-004

Project Plus

A Success Guide to Prepare-
CompTIA Project+

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Table of Contents

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Introduction to PK0-004 Exam on CompTIA Project+

Use this quick start guide to collect all the information about CompTIA Project+ (PK0-004) certification exam. This study guide provides a list of objectives and resources that will help you prepare for items on the PK0-004 Project+ exam. The Sample Questions will help you identify the type and difficulty level of the questions and the Practice Exams will make you familiar with the format and environment of an exam. You should refer this guide carefully before attempting your actual CompTIA Project Plus certification exam.

The CompTIA Project+ certification is mainly targeted to those candidates who want to build their career in Project Management domain. The CompTIA Project+ exam verifies that the candidate possesses the fundamental knowledge and proven skills in the area of CompTIA Project Plus.

CompTIA PK0-004 Certification Details:

Exam Name	CompTIA Project+
Exam Code	PK0-004
Exam Price	$319 (USD)
Duration	90 min
Number of Questions	95
Passing Score	710 / 900
Books / Training	Project+ PK0-004
Schedule Exam	CompTIA Marketplace
Sample Questions	CompTIA Project+ Sample Questions
Practice Exam	**CompTIA PK0-004 Certification Practice Exam**

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CompTIA PK0-004 Exam Syllabus:

Topic	Details
Project Basics 36%	
Summarize the properties of a project.	1. Temporary 2. Start and finish 3. Unique 4. Reason/purpose 5. Project as part of a program 6. Project as part of a portfolio

Classify project roles and responsibilities.	1. Sponsor/champion
	
	  1. Approval authority
	  2. Funding
	  3. Project charter
	  4. Baseline
	  5. High-level requirements
	  6. Control
	  7. Marketing
	  8. Roadblocks
	  9. Business case/justification
	
	2. Project manager
	
	  1. Manage team, communication, scope, risk, budget, and time
	  2. Manage quality assurance
	  3. Responsible for artifacts
	
	3. Project coordinator
	
	  1. Support project manager
	  2. Cross-functional coordination
	  3. Documentation/ administrative support
	  4. Time/resource scheduling
	  5. Check for quality
	
	4. Stakeholder
	
	  1. Vested interest
	  2. Provide input and requirements
	  3. Project steering
	  4. Expertise
	
	5. Scheduler
	
	  1. Develop and maintain project schedule
	  2. Communicate timeline and changes

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Topic	Details

	3. Reporting schedule performance
	4. Solicit task status from resources
	
	6. Project team
	
	  1. Contribute expertise to the project
	  2. Contribute deliverables according to schedule
	  3. Estimation of task duration
	  4. Estimation of costs and dependencies
	
	7. Project Management Office (PMO)
	
	  1. Sets standards and practices for organization
	  2. Sets deliverables
	  3. Provides governance
	  4. Key performance indicators and parameters
	  5. Provides tools
	  6. Outlines consequences of non-performance
	  7. Standard documentation/templates
	  8. Coordinate resources between projects

Compare and contrast standard project phases.	1. Initiation
	
	  1. Project charter
	  2. Business case
	  3. High-level scope definition
	  4. High-level risks
	
	2. Planning
	
	  1. Schedule
	  2. Work breakdown structure
	  3. Resources
	  4. Detailed risks
	  5. Requirements
	  6. Communication plan
	  7. Procurement plan
	  8. Change management plan
	  9. Budget
	
	3. Execution
	
	  1. Deliverables
	
	4. Monitor and control
	
	  1. Risks/issues log

Topic	Details

	2. Performance measuring and reporting
	3. Quality assurance/governance
	4. Change control
	5. Budget
	
	5. Closing
	
	   1. Transition/integration plan
	   2. Training
	   3. Project sign off
	   4. Archive project documents
	   5. Lessons learned
	   6. Release resources
	   7. Close contracts

Identify the basics of project cost control.	1. Total project cost 2. Expenditure tracking 3. Expenditure reporting 4. Burn rate 5. Cost baseline/budget 1. Plan vs. actual

Identify common project team organizational structures.	1. Functional
	
	   1. Resources reporting to functional manager
	   2. Project manager has limited or no authority
	
	2. Matrix
	
	   1. Authority is shared between functional managers and project managers
	   2. Resources assigned from functional area to project
	   3. Project manager authority ranges from weak to strong
	
	3. Projectized
	
	   1. Project manager has full authority
	   2. Resources report to project manager
	   3. Ad hoc resources

Given a scenario, execute and develop project schedules.	1. Work breakdown structure
	2. Scheduling activities
	
	   1. Determine tasks
	   2. Determine task start/finish dates

Topic	Details
	3. Determine activity/task durations 4. Determine milestones 5. Set predecessors 6. Set dependencies 7. Sequence tasks 8. Prioritize tasks 9. Determine critical path 10. Allocate resources 11. Set baseline 12. Set quality gates 13. Set governance gates 14. Client sign off 15. Management approval 16. Legislative approval
Identify the basic aspects of the Agile methodology.	1. Readily adapt to new/ changing requirements 2. Iterative approach 3. Continuous requirements gathering 4. Establish a backlog 5. Burndown charts 6. Continuous feedback 7. Sprint planning 8. Daily standup meetings/ SCRUM meetings 9. SCRUM retrospective 10. Self-organized and self-directed teams

Explain the importance of human resource, physical resource, and personnel management.	1. Resource management concepts
	
	  1. Shared resources
	  2. Dedicated resources
	  3. Resource allocation
	  4. Resource shortage
	  5. Resource overallocation
	  6. Low quality resources
	  7. Benched resources
	  8. Interproject dependencies
	  9. Interproject resource contention
	
	2. Personnel management
	
	  1. Team building
	  2. Trust building
	  3. Team selection
	  4. Skill sets
	  5. Remote vs. in-house
	  6. Personnel removal/replacement
	  7. Communication issues
	  8. Conflict resolution
	  9. Smoothing

Topic	Details
	10. Forcing 11. Compromising 12. Confronting 13. Avoiding 14. Negotiating
Project Constraints 17%	

Given a scenario, predict the impact of various constraint variables and influences throughout the project.	1. Common constraints
	
	  1. Budget
	  2. Scope
	  3. Deliverables
	  4. Quality
	  5. Environment
	  6. Resources
	  7. Requirements
	  8. Scheduling
	
	2. Influences
	
	  1. Change request
	  2. Scope creep
	  3. Constraint reprioritization
	  4. Interaction between constraints
	  5. Stakeholders/sponsors/management
	  6. Other projects

Explain the importance of risk strategies and activities.	1. Strategies
	
	  1. Accept
	  2. Mitigate
	  3. Transfer
	  4. Avoid
	  5. Exploit
	
	2. Risk activities
	
	  1. Identification
	  2. Quantification
	  3. Planning
	  4. Review
	  5. Response
	  6. Register
	  7. Prioritization
	  8. Communication

Communication & Change Management 26%	

Topic	Details

Given a scenario, use the appropriate communication method.	1. Meetings
	
	   1. Kick-off meetings
	   2. Virtual vs. in-person meetings
	   3. Scheduled vs. impromptu meetings
	   4. Closure meetings
	
	2. Email
	3. Fax
	4. Instant messaging
	5. Video conferencing
	6. Voice conferencing
	7. Face-to-face
	8. Text message
	9. Distribution of printed media
	10. Social media

Compare and contrast factors influencing communication methods.	1. Language barriers
	2. Time zones/geographical factors
	3. Technological factors
	4. Cultural differences
	5. Interorganizational differences
	6. Intraorganizational differences
	7. Personal preferences
	8. Rapport building/relationship building
	9. Tailor method based on content of message
	10. Criticality factors
	11. Specific stakeholder communication requirements
	
	   1. Frequency
	   2. Level of report detail
	   3. Types of communication
	   4. Confidentiality constraints
	   5. Tailor communication style

Explain common communication triggers and determine the target audience and rationale.	1. Audits 2. Project planning 3. Project change 4. Risk register updates 5. Milestones 6. Schedule changes 7. Task initiation/completion 8. Stakeholder changes 9. Gate reviews 10. Business continuity response 11. Incident response 12. Resource changes
	1. Change control process

Topic	Details
Given a scenario, use the following change control process within the context of a project.	1. Identify and document 2. Evaluate impact and justification 3. Regression plan (Reverse changes) 4. Identify approval authority 5. Obtain approval 6. Implement change 7. Validate change/quality check 8. Update documents/audit documents/version control 9. Communicate throughout as needed 2. Types of common project changes 1. Timeline change 2. Funding change 3. Risk event 4. Requirements change 5. Quality change 6. Resource change 7. Scope change
Recognize types of organizational change.	1. Business merger/acquisition 2. Business demerger/split 3. Business process change 4. Internal reorganization 5. Relocation 6. Outsourcing
Project Tools & Documentation 21%	
Compare and contrast various project management tools.	1. Project scheduling software 2. Charts 1. Process diagram 2. Histogram 3. Fishbone 4. Pareto chart 5. Run chart 6. Scatter chart 7. Gantt chart 3. Dashboard/status report 4. Knowledge management tools 1. Intranet sites 2. Internet sites 3. Wiki pages 4. Vendor knowledge bases

Topic	Details
	5. Collaboration tools 5. Performance measurement tools 1. Key performance indicators 2. Key performance parameters 3. Balanced score card 6. SWOT analysis 7. Responsible, Accountable, Consulted, Informed (RACI) Matrix
Given a scenario, analyze project centric documentation.	1. Project charter 2. Project management plan 3. Issues log 4. Organizational chart 5. Scope statement 6. Communication plan 7. Project schedule 8. Status report 9. Dashboard information 10. Action items 11. Meeting agenda/meeting minutes
Identify common partner or vendor-centric documents and their purpose.	1. Request for Information 2. Request for Proposal 3. Request for Quote 4. Mutually binding documents 1. Agreements/contract 2. Non-disclosure agreement 3. Cease and Desist letter 4. Letter of Intent 5. Statement of Work 6. Memorandum of Understanding 7. Service Level Agreement 8. Purchase Order 9. Warranty

PK0-004 Sample Questions:

01. Which of the following are risk responses?
a) Delaying
b) Analysis
c) Acceptance
d) Avoidance
e) Work around

02. Which of the following is the key characteristic of the WBS?
a) It represents the entire scope of work for the project
b) assists the project manager with the qualified vendor selection process
c) It should be developed by others outside the project team as to eliminate bias
d) Eighty percent of the work packages will be developed by twenty percent of the project team

03. When handling multiple changes on a project, which of the following would be the BEST format in which to inform the team?
a) Follow the communication plan
b) Email documentation
c) Fax documentation
d) Hold a meeting with the project team

04. Which of the following is the condition in which the team just cannot finish the last piece of work and cannot complete the project?
a) The 80/20 rule
b) The progressive elaboration
c) The 95 percent phenomenon
d) The law of diminishing returns

05. Which of the following is a formula for estimating?
a) (BAC-EV)/CPI
b) Actual Cost + Estimated Time to Completion
c) EV/PV
d) (Optimistic + (4 x Most Likely) + Pessimistic) / 6

06. Which of the following would be important to remember when scheduling a teleconference for a project team?
a) Providing food for the meeting to keep members satisfied
b) Identify morning or afternoon personalities of team members
c) Securing a meeting room that has sufficient seating
d) Considering time zone that meets business hours for whole team

07. Which of the following network diagram methods uses arrows to represent activities, but is limited because it can only represent Finish-to-Start dependencies?
a) Arrow Diagramming Method (ADM)
b) Work Breakdown Structure (WBS)
c) Precedence Diagramming Method (PDM)
d) Critical Path Method (CPM)

08. Which of the following tools is used for determining activity schedules based on optimistic, most likely and pessimistic estimates?
a) Key event/activity list
b) PERT
c) CPM
d) Gantt

09. While developing a project schedule, which of the following are purposes of a milestone?
a) Milestones are not required since the major events are already placed in the project work plan without durations
b) Milestones are considered a placeholder in time for a major event
c) Milestones have no duration
d) Milestones are indicators that any of the project major events have already taken place
e) Milestones require a duration indication as to provide the key stakeholders of information as a key performance indicator (KPI)

10. In which of the following team development stages would the project manager MOST likely determine the structure of the project team?
a) Storming
b) Norming
c) Forming
d) Performing

Answers to PK0-004 Exam Questions:

Question: 01 Answer: c, d	Question: 02 Answer: a	Question: 03 Answer: a	Question: 04 Answer: c	Question: 05 Answer: d
Question: 06 Answer: d	Question: 07 Answer: a	Question: 08 Answer: b	Question: 09 Answer: b, c	Question: 10 Answer: c

Note: If you find any typo or data entry error in these sample questions, we request you to update us by commenting on this page or write an email on feedback@edusum.com