PMINEO Twelve Week Mentorship Program Template v2

In this "Friendship" model, the Mentor acts as an experienced coach "rather than being involved in a hierarchical relationship", paired with an enthusiastic mentee. > Please contact VPMentoring@pmineo.org or mentoring@pmineo.org to get started.

Milestones Overview			
Schedule	**Project Phase**	**Focus Area**	**Key Objectives**
Weeks 1 & 2	Initiating	• Kickoff • Icebreaker • Understanding Organizations • Plan and Build Working Relationship	• Understand the mentee's company and/or desired role/organization • Understand both mentee and mentor's industries, roles, and career level • Define mutual expectations, developing goals and key milestones • Populate Mentoring Charter
Weeks 2 - 4	Initiating / Planning	• Align on the Relationship and its Goals	• Finalize key milestones • Finalize Mentoring Charter
Weeks 4-10	Execution <> Monitoring & Control	• Mentoring sessions and activities • Progress tracking	• Regular sessions for mentee to learn, shadow, meet people, and get feedback on real tasks and practice assignments • Track whether the mentee is moving toward the agreed outcomes • Meeting cadence to be defined by the mentee/mentor
Weeks 11-12	Closing	• Closure • Lessons Learned • Mentorship Review and Assessment • Celebrate success!	• Formally close out the mentoring relationship by reviewing goals vs outcomes • Determine future relationship boundaries; mentee/mentor pairs are free to continue – a new charter is strongly recommended • Review the next steps for career development and advancement.

Program Expectations and Role Responsibilities

This program is meant to be enriching for both mentees and mentors. Professional development, confidence building and best practice sharing are the principles upon which each relationship will be based. Boundary setting between the Mentor / Mentee is critical to setting a professional relationship in motion.

Category	Mentor responsibilities	Mentee responsibilities
Ethical boundaries	Do not perform work on behalf of the mentee. Do not hire a mentee during active relationship. Adhere to PMI Code of Ethics.	Adhere to PMI Code of Ethics. (PDF)
Scope of support	Will not provide educational/training support for certification attainment.	N/A
Confidentiality	Keep all discussions confidential between the mentor and mentee only; do not share with anyone, including mentee's leadership. Mentoring Charter/Agreement contains no confidential info.	Keep all discussions confidential. Agreement contains no confidential info.
Goal setting	Ask what mentee wants to accomplish; help establish goals and accountability.	Set clear, SMART goals aligned with career aspirations.
Defining success	Jointly determine if relationship is a successful and positive experience.	
Build relationship	Get to know mentee, establish trust, create open/supportive environment.	Communicate effectively; keep mentor informed of progress/challenges.
Communication	Communicate openly, honestly, respectfully.	Communicate openly, honestly, respectfully; be **proactive** in scheduling/preparation.
Provide/Receive feedback	Offer constructive feedback, highlight strengths, help overcome challenges.	Be open to feedback and use it to improve skills/knowledge.
Encourage/Take ownership of growth	Challenge with new responsibilities; introduce opportunities; expand skills. Use chapter resources/mentor networks.	Take ownership: seek resources, attend training, take on new projects.
Guidance/Proactivity	Share experiences; provide industry insights, career advice; act as role model.	Be proactive: schedule meetings, come prepared with ideas/questions.
Engagement & effort	Show up prepared, on time, committed to sessions.	Show up prepared, on time, committed to sessions.

Mentoring Logistics

PMINEO VP-Mentoring and the Mentor Program Administrator will connect mentors with mentees, at which point the timeline above can commence. Once the Mentee and Mentor Agreement is finalized, send to mentoring@pmineo.org.

Closeout the formal engagement with Lessons Learned and Testimonials (examples can be found below) and send to mentoring@pmineo.org. The mentor should request PDU credit for the completed engagement as Giving Back in the mentor's PMI Dashboard.

PMI NEO Mentoring Testimonials

"The PMINEO mentorship program was an informative and insightful experience that provided me with professional guidance. The program's flexibility, particularly the ability to schedule meetings during standard work hours, made it possible for me to fully engage with my mentor who had successfully navigated the exact industry pivot I'm now pursuing. Through his personalized insights drawn from his own professional journey, I am now equipped with the confidence to make a meaningful career transformation"

Rania Abbadi, PMP - Eva Mea Event Design

"The PMINEO mentorship program has been a great help to my growth as a Project Manager. During my tenure as a mentee I was guided through preparing my PMP application and given information and insight that provided me with professional guidance. Andy was flexible in scheduling meetings. When life threw a wrench in my life plans, he made sure to meet, check in and provide support throughout the program. Insights from his professional experience gave me the confidence to thrive in my new role as a Project Manager."

Tiana Ware - Mentee, regarding her Mentor Program experience with mentor Andy Macy
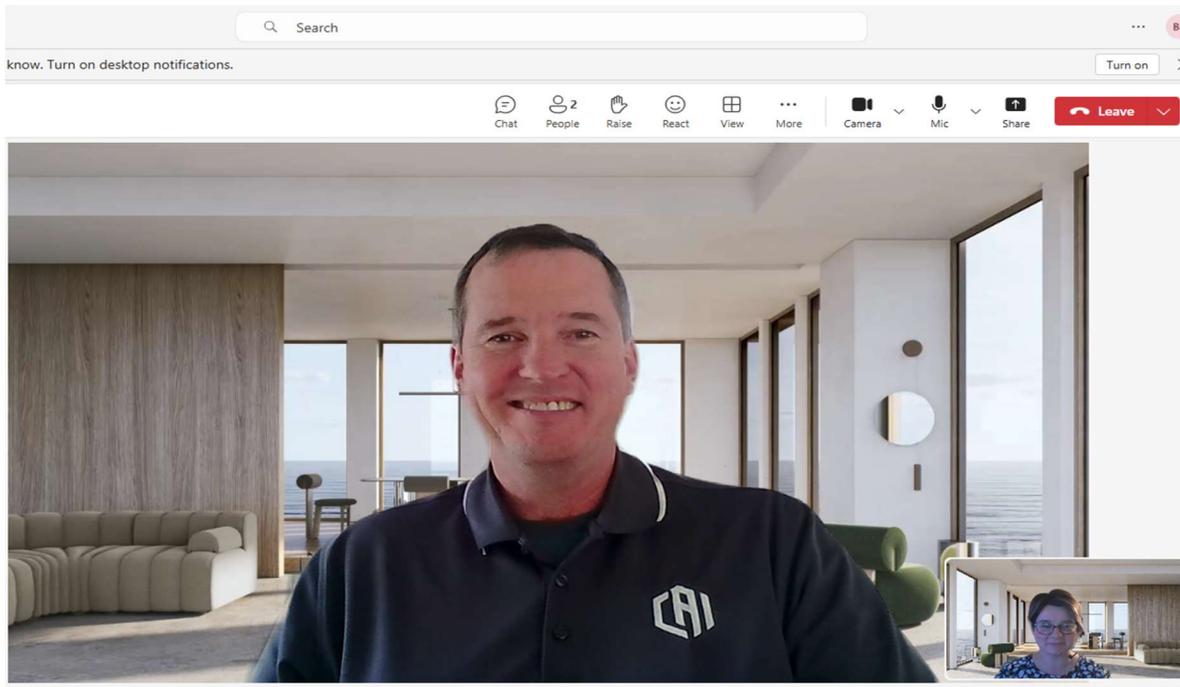
Roger Ouimet, Mentor, Testimonial: "I set out to give back to my profession of program and project management but ended up receiving so much in return from the experience. I sharpened my hybrid project management skills by preparing for discussions with Bethany and was able to deliver advice. It led to my own confidence in a client presentation in how I would deliver a project with known and unknown facets of a project. I highly recommend becoming a mentor."