PMI Rochester Mentoring Program Guide

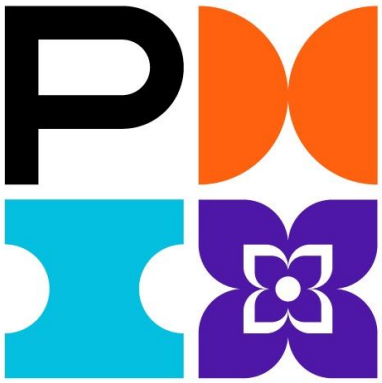

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Table of Contents

1 Program Overview **2**

2 Program Benefits **3**

3 Mentor Criteria **4**

4 Mentee Criteria **5**

5 Mentorship Cycles **5**

6 Matching Process **6**

7 Participant Expectations **7**

8 Communication, Checkpoints and Evaluation **8**

7.1 Program Events 8

7.2 Communication 8

7.3 Checkpoints and Evaluations 9

9 Reporting Professional Development Units (PDUs) **10**

10 Where to go for questions and help **10**

1 Program Overview

*Welcome the PMI Rochester Mentoring Program. The **PMI Rochester Chapter** and **all members** are **viewed and valued** as resource by members, local businesses and academic institutions to **provide professional guidance and expertise** in the field of **project management**. The chapter and membership **engage in activities and events**, which **promote continual professional development** through relationships which foster **professional growth**, **expand member's knowledge base**, and **mastery of skill sets and tools**.*

2 Program Benefits

Overall benefits of the program include:

- Professional Development and Networking
- Professional Development Units (PDUs)
- Teaching and Leadership Development Opportunities

Participation in the PMI Rochester Mentoring Program provides chapter members the following benefits:

Mentees have the opportunity to:

- Learn from experienced Professionals
- Reflect on effects of personal attributes and behaviors
- Define goals of growth and a path to achieve them
- Earn PDUs based on level of participation

Mentors have the opportunity to:

- Enhance leadership skills by sharing their knowledge and experiences with partners
- Assist with problem solving
- Act as an advisor
- Be a good listener (for both personal and work issues)

Mentoring does not include:

- PMP Prep, including earning hours toward a PMI credential
- Academic tutoring

3 Mentor Criteria

The PMI Rochester Chapter requires candidate mentors to meet the following criteria in order to participate in the chapter's Mentorship Program:

- ❏ **Relevant Industry PM Experience**
  - ❏ Candidate must possess relevant experience in the program and project management field
  - ❏ Noted expertise as a role model in terms of managing successful programs and projects
- ❏ **Motivation Skills**
  The ability to motivate others even if the task to be performed is not on the critical path
- ❏ **Critical Thinking**
  The ability to provide critical thinking and an interest to work with others on problems they may have
- ❏ **Performance and Career Development Guidance**
  The ability to provide guidance on performance and career development
- ❏ **Effective Communications Skills**
  Effective communications skills at all levels
- ❏ **Embrace Change**
  The ability to embrace change rather than resist it. A way of looking at risks and issues and viewing them as opportunities or problems that can be solved for the overall benefit to the program and project
- ❏ **Availability**
  Time available to commit to it and ability to provide assistance to the mentee on a as-needed basis as well as at formal meeting times.
- ❏ **Current PMI Certification**
  (Optional): Candidate possesses current PMI Certification

4 Mentee Criteria

The PMI Rochester Chapter requires candidate mentees to meet the following criteria in order to participate in the chapter's Mentorship Program:

- ❑ **Member in good standing of PMI Rochester Chapter**
- ❑ **Open Minded**

  Open to feedback and suggestions provided by Mentor including constructive criticism
- ❑ **Availability**

  Time available to commit to meeting with a mentor during formal meeting times and any additional times agreed to with the mentor.
- ❑ **Desire to grow and develop**

  Identify goals and be open to learning and developing as you work to achieve those goals

5 Mentorship Cycles

The cycle is targeted to run approximately 6 months and PMI Rochester targets 2 cycles per year. The cycle will be kicked off with a call for applications. Once you have been successfully matched, a minimum of 2-4 hours a month is expected for each participant (formal and informal sessions/communications) for a minimum of 3 months. At least one meeting (either face to face or via phone/video) every 4-6 weeks. The cycle timing is intended to be a guideline and can last longer if the pair needs it.

6 Matching Process

The first step in getting started is to fill out the PMI Rochester Mentorship application. Along with the application, please include a most recent copy of your resume. This will allow us to improve our matching process.

Once your application is submitted, the mentorship team will review your application. You will be contacted by a member of the mentorship team if there are any questions or if further information is needed. The mentorship team will utilize all of the information to facilitate the best possible match within our mentee pool.

The following criteria are used as a guide for matching:

- Mentor and Mentee Industries - we try to match on the same or similar industries
- The Mentee goals and the Mentor objectives
- Mentor and Mentee levels of experience

Once a potential match is identified, the mentorship team will reach out to both the mentor and the mentee. It is the mentee's responsibility to make the initial connection.

If a concern or issue is identified with the match, please contact the mentorship team to discuss the situation and potential next steps. To ensure you have had adequate time to meet, we request a minimum of two weeks in the relationship before we consider any adjustments.

7 Participant Expectations

A successful mentoring experience requires both participants to abide by some basic expectations and ground rules. Below are the minimum expectations of this program. The mentor and mentee may identify additional expectations for their relationship.

- A minimum of a 1 year commitment (two cycles) to the program is requested
- Once you have been successfully matched, a minimum of 2-4 hours a month is expected for each participant (formal and informal sessions/communications) for a minimum of 3 months. At least one meeting (either face to face or via phone/video) every 4-6 weeks
- As part of the application process, we request all mentees to define goals for the mentoring relationship. Evidence of progress and success of the mentees goals will be requested throughout the program.
- All interactions between a mentor and mentee are to be professional and confidential
- Adherence to PMI ethics and guidelines for handling sensitive information.

8 Communication, Checkpoints and Evaluation

Effective communication within the chapter, the program, and individual Mentor-Mentee pairings is key to the health and success of the program. Periodic checkpoints with the mentors and mentees individually and as a group provide opportunities for participants to grow professionally. These checkpoints also provide an opportunity for feedback and assessment of the pairings as well as the program.

7.1 Program Events

- Application Deadline for Mentors and Mentees
- Mentoring Program cycle kickoff (In-person session)
- Goal definition and session checkpoint
- Mid-Session review
- Program evaluation

7.2 Communication

Mentor-Mentee:

- Meetings: At a minimum, meet monthly. Face-to-face is ideal when schedules permit
- Tools:
    - Slack is available for all chapter members to use and provides a forum for communication between mentor and mentees as well as with Mentoring Program Team
    - Email
    - Video conferencing tools such as FaceTime, Google Hangouts, Whatsapp or any other video conferencing available to the mentor and mentee. NOTE: Please ensure you have permission to utilize any company provided conferencing tools.

Mentoring Program:

- Communications:
    - The start of a Mentoring Program cycle will be communicated through PMI Rochester chapter communication tools (e.g. website, emails, etc.) including deadlines for mentor and mentee applications
    - Mid-Session Review will be a communication from the Mentorship team to both mentors and mentees around progress on goals and objectives. IIt will also be an opportunity for lessons learned and to provide feedback to the Mentoring Program team. In the future, we may expand to a face to face session that will bring all current mentors and mentees together to discuss progress, network and learn from each other.

- Meetings:
    - Mentoring Program Cycle Kickoff will be a face to face session to bring on new mentors and mentees to get them started successfully in their mentoring relationship
- Tools: Slack is used by the Mentoring Program Team to communicate with mentors and mentees.

7.3 Checkpoints and Evaluations

Mid session checkpoint will be scheduled to serve as a formal checkpoint for the mentoring program and a chance to provide feedback to the Mentoring Program Team.

Feedback is encouraged to be provided individually by both mentor and mentee to the Mentoring Program Team at any time throughout the program.

Periodic informal checkpoints will be initiated by the Mentoring Program Team

End of program evaluations will be conducted via surveys sent out to all program participants.

9 Reporting Professional Development Units (PDUs)

PMI Rochester Mentoring program participants who are certified PMPs may register time spent in mentoring activities for PDUs.

PMPs who are being coached by a mentor should record their PDUs under Education - Informal Learning. You will need to determine which category the activity aligns to (e.g. Technical, Leadership or Strategy)

PMPs who are serving as mentors can earn up to 25 PDUs per cycle (one cycle = 3 years) and should record their PDUs under the Giving Back - Other Giving Back category.

The activity is self-reported by the individual PMP, with one hour of mentoring activity equaling one PDU. Both the mentor and the mentee should track any hours reported for audit purposes.

10 Where to go for questions and help

The Mentoring Program team is always available to help!

For any questions, inquiries or concerns, please contact the Rochester PMI Mentorship Program - mentorship@pmirochester.org

For access to Mentor or Mentee applications or general program information, please consult the Mentoring Homepage on PMI Rochester - https://pmirochester.org/Mentoring_Program