

**Mentoring Program**

 **Frequently Asked Questions**

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# **General Program Information**

## ***Q: What is mentoring?***

A: A process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the protégé).

*Bozeman, B.; Feeney, M. K. (October 2007). "Toward a useful theory of mentoring: A conceptual analysis and critique". Administration & Society.****39****(6): 719–739.*[*doi*](https://en.wikipedia.org/wiki/Doi_%28identifier%29)*:*[*10.1177/0095399707304119*](https://doi.org/10.1177/0095399707304119)*.*

## ***Q: What are the goals of the Mentoring Program?***

A: The goals of the Mentoring Program are as follows:

* Facilitate the development of Mentee project management and leadership skills through 1:1 coaching with experienced Mentors
* Provide project management and leadership educational resources and networking opportunities for both Mentors and Mentees
* Support the exploration of global project management technical, leadership, and strategic issues and trends from diverse perspectives
* Contribute to the advancement of the Project Management culture, discipline, and field of knowledge in the Central Massachusetts region
* Foster collaboration on global best practices, tactical tips, key lessons learned
* Give chapter members with PMP certification an opportunity to earn up to 20 PDUs

## ***Q: What is the Mentoring Program schedule?***

A: The 2023 – 2024 Mentoring Program schedule is as follows:

* **Online Program Registration –** July 1 – August 18, 2023
* **Milestone Meetings (all virtual):**
	+ **Kick-Off:** October 4, 2023 – 6pm – 8pm
	+ **Mentor Panel (Optional):** November 29, 2023 – 6pm – 7:30pm
	+ **Mid-Point:** January 10, 2024 – 6pm – 8pm
	+ **Mentor Panel (Optional):** February 28, 2024 – 6pm – 7:30pm
	+ **Wrap-Up:** March 20, 2024 – 6pm – 8pm
* **1:1 Mentoring Meetings**
	+ **12 Meetings (~1 hour):** Between kick-off and wrap-up
	+ **Schedule & Location:** You decide together what works best

## **Q: *What is the time commitment required to be a Mentor or Mentee in this program?***

A: The Mentoring Program requires full participation of all Mentors and Mentees in the following\*:

* Twelve (12) one-on-one meetings (1 hour each)
* Three (3) group meetings – Kick-Off, Midpoint, and Wrap-Up (2 hours each)
* Two (2) ***optional*** Mentor Panel Discussions in which a panel of Mentors will be available to discuss a variety of project management topics chosen by participating Mentees in an open forum (up to 1.5 hours each).

\**Additional time may be required, as agreed upon by each Mentor and Mentee pairing, to conduct research or tasks related to the Mentee’s learning goals.*

***Q. Why are all Mentors and Mentees required to attend a Kick-Off session?***

A. Best practices indicate a successful mentoring program begins with not only an appropriate Mentor/Mentee match, but also a collaborative Kick-Off session during which program structure, guidelines, norms, and expectations are explored, Mentors and Mentees are introduced to one another across the program and begin sharing learning goals. The Kick-Off helps to set the stage for a fully engaged, productive program experience for all participants.

***Q. What is the purpose of the Midpoint session?***

A. The Midpoint session provides a forum in which to support and reinforce the continuation of the Mentee/Mentor relationship, discuss any suggestions for program adjustments, and fosters the sharing of key takeaways, insights, and progress toward learning goals across all Mentor - Mentee pairings. The Midpoint meeting usually offers a guest speaker on a project management topic to provide additional learning opportunities to participants.

***Q. What is the purpose of the Wrap-Up session?***

A. The Wrap-Up session allows us to recognize the accomplishments of all Mentor – Mentee pairings, to conduct a program retrospective, and to review instructions for claiming PDUs with PMI. The collaborative dialogue that occurs at the Wrap-Up session is critical to the chapter in ensuring that the Mentoring Program met participant expectations and cultivated a forum for optimal learning.

***Q.* *Will conversations I have with my mentor or mentee be kept confidential?***

A. A Working Agreement is customized between each Mentor - Mentee pairing to identify the terms to which both people agree to guide their mentoring relationship throughout the program. A key piece of this agreement pertains to confidentiality, and all pairings are encouraged to clearly define, articulate, and agree to what information is and should remain confidential between them – both during and after the program.

# **Program Registration & Enrollment**

## ***Q: How can I apply to be a Mentor or Mentee?***

A: As a PMI Central Mass Chapter Member, you should have received an email with information on the Mentoring Program and a link to the registration application. Both Mentor and Mentee applicants may complete the application via the email link, or by logging on to the PMI Central Mass Chapter website and completing the application from there.

## ***Q: How will I be notified about the status of my application?***

**A:** Once all applications have been reviewed and enrollment decisions have been made, you will receive an email, at the email address provided in your application, from the PMI Central Mass Chapter that informs you of your enrollment status.

## ***Q: Will all applications be approved?***

**A:** Although we try to accommodate as many applicants as possible, our application approval decisions depend on how many applications we receive for Mentors and Mentees, as well as the mix of professional backgrounds, Mentor expertise available, and Mentee learning/ development goals.

## ***Q: Do I have to have a PMP certification to be a Mentor or Mentee?***

A: Mentors are required to have active PMP or PMI – ACP certification. Mentees are not required to have active PMP certification. No other certifications are required to participate in the Mentoring Program.

## ***Q: Who is eligible to be a Mentee?***

A: Typically, a Mentee is somebody either employed in the role of a project manager, program manager, project coordinator, or project scheduler, or is a college junior or senior enrolled in a management degree program or college-level PM courses. Those seeking employment in the project management field or wanting to accumulate PDUs to prepare for their PMP exam should check with the Chapter for more appropriate programs.

## ***Q: Who is eligible to be a Mentor?***

A: PMI member in good standing. A Mentor must meet the following requirements to be accepted into our program:

* Have a PMP designation or be PMI – ACP certified
* Have 5+ years of practical experience as a project/program manager or in project management-related roles
* Have diversity of experience, including but not limited to: waterfall, agile, and hybrid methodologies; various PM software tools; work experience in several different industries and/or organizations; possibly diverse cultural workplace experiences (i.e., managing global teams, managing cross-cultural teams, managing virtual teams)

# **PDU Earnings, Eligibility, and Claiming**

## ***Q. How many PDUs (Professional Development Units) will I earn for participating?***

A. Mentors and Mentees, if they hold PMP certification, can each earn/claim up to 20 PDUs.

## ***Q. Can this program apply toward 35 contact hours of PM Education towards my PMP?***

A. No. Unfortunately, mentoring programs do not qualify for the 35 contact hour requirement. This portion of the PMP Certification examination application is specifically focused on structured learning programs addressing specific PM knowledge areas exemplified by a classroom setting.

## ***Q. If I obtain my PMP during the Mentoring Program, will I be eligible for PDUs?***

A. Yes. Per PMI guidelines, PDUs are earned at the end of the program. Thus, if you have your PMP at the end of the program, you can receive up to 20 PDUs associated with this program.

## ***Q. How will the Mentoring PDUs be tracked and awarded?***

A. At the Mentoring Program Kick-Off and Wrap-Up sessions, PDU tracking will be explained. PDUs will be awarded at the end of the program. Mentors and Mentees must submit PDUs earned from their 1:1 mentoring sessions to PMI using normal PMI procedures to claim PDU’s.

## ***Q. Can I earn more or fewer than 20 PDUs during the Mentoring Program?***

A. You can earn a **maximum of 20 PDUs** for participating in the Mentoring Program, if you attend all 1:1 and group meetings (including any optional panel discussions). You will not be permitted to claim more than 20 PDU’s for extending 1:1 meetings beyond 1 hour each or for meeting more than 12 times during the program. However, if you do not attend all group meetings and/or you meet fewer than 12 times with your Mentor or Mentee, you will be eligible to claim fewer than 20 PDUs for the program. Like all PDU’s claimed to PMI, your program participation PDUs are subject to PMI audit.

## ***Q. What time spent as part of the Mentoring Program is and is not eligible for PDUs?***

A. The following activities are considered ***eligible*** for PDUs:

* Time spent together by both Mentor and Mentee, such as 1:1 meetings and the group meetings held throughout the program.

The following activities are ***ineligible*** for PDUs:

* Preparation work
* Emails (preparing or reading)
* Reading
* Telephone conversations

## ***Q. For which year will I be able to claim PDUs?***

A. PDUs are awarded at the end of the program. Thus, the PDUs will have a date of March 2024 and will count for the certification cycle active on that date.

## ***Q. To which category do the earned PDU’s apply?***

A. Mentors and Mentees are individually responsible for identifying the appropriate category for each of the 12 PDUs earned during their 1:1 mentoring meetings. These PDUs can be allocated as Power Skills, Ways of Working, or Business Acumen, or Giving Back (Mentors Only), depending on the nature of the mentoring engagement. The 6-8 additional PDUs earned during the group sessions (including the 2 optional panel discussions) will be allocated to Talent Triangle categories in keeping with the topics covered during those meetings.

# **Program Fees**

## ***Q. What is the fee and payment method for the Mentoring Program?***

A. There is a nominal participation fee of $100 for Mentees only; $25 for college students. There is no fee for Mentor participation. Credit card payment is preferred. A link will be provided to you by the Chapter for online payment once your application has been approved.

## ***Q. Why is there a fee for Mentee participation?***

A. The participation fee covers administrative costs associated with the program, including:

* Three (3) 2-hour group meetings throughout the program
* Two (2) optional Mentor panel discussions during the program
* The commitment of your Mentor to a minimum of twelve (12) 1-hour 1:1 meetings with you to help you achieve your learning goals, plus any additional time dedicated between meetings to conduct research or prepare information/materials related to your meeting discussions

## ***Q. Can I get my money back if I change my mind about participating?***

A. Your money will not be refunded after the Mentor/Mentee Kick-Off session has occurred.

# **Mentor - Mentee Matches**

## ***Q. Can I request to be paired with a specific Mentor?***

A. Yes, in your application you may specify a specific Mentor with whom you’d prefer to be paired. Although we make every effort to accommodate Mentor/Mentee requests, we cannot guarantee that you will be paired with the person you requested. Our pairing/matching process is designed to find the best possible fit between Mentors and Mentees based on many factors, including but not limited to:

* The number of applications received
* The balance of Mentor and Mentee applications from which to make pairings
* Applicant industry and positional experience level/type
* Mentee learning goals and availability of Mentors with applicable experience in those areas
* Mentoring preferences specified
* Location proximity

## ***Q. Is there a limit to the # of Mentor/Mentee pairs that can participate?***

A. No, there is no limit to the number of pairs who can participate.

## ***Q. What if there is not an appropriate Mentor match for me in the program?***

A. You will be put on a waiting list in case another Mentee drops from the program, or if another Mentor becomes available. If that occurs, we will look at a potential fit and contact you if we feel a match can be made.

## ***Q. How many Mentees will be assigned to a Mentor?***

A. Typically, only one Mentee will be assigned per Mentor.

## ***Q. What if my Mentor/Mentee and I don’t get along?***

A. If either the Mentor or Mentee becomes dissatisfied with the Mentoring relationship, they are encouraged to first discuss their concerns and try to reach a solution together. If, after several attempts at open dialogue, they are unable to resolve their concerns and feel the Mentoring relationship is no longer productive, they may agree to conclude the relationship. They should communicate their mitigation steps and decisions to **asstdirofprofdev2@pmicmass.org**.

## ***Q. What are the two most important criteria in matching mentors and mentees?***

A. The primary criteria/preferences used to assist in the matching of mentor to mentee are:

* Mentee learning goals
* Mentor expertise/background
* Geographic desirability (to accommodate any interest in in-person 1x1 sessions)

# **Further Information**

## ***Q. Who can I contact for further info?***

A. Please contact the PMI Central Mass Chapter for more information: **asstdirofprofdev2@pmicmass.org**