**Mentoring Plan**

**Guidelines:** This document should be completed jointly by the Mentoring pair shortly following the Mentoring Kickoff Meeting. It does not need to be submitted to the PMI-OVOC Mentoring Program Champion, but should be periodically reviewed throughout the Mentoring relationship.

**Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date last updated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protégé**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cohort #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
|  | **Mentee** | | | **Mentor** | |
| **Joint goal for the mentoring relationship.** Joint consideration of how the relationship will benefit the protégéand the mentor. | |  |  | |
| **Expectations of each participant** What are the outcome expectations of each participant more specifically? | |  |  | |
| **Roles & Responsibilities** How will each partner contribute to ensuring that the partnership meets the goal and expectations? | |  |  | |
| **PMI competencies to focus on** | |  |  | |
| **Soft skills competencies to focus on** | |  |  | |

**How will we meet and manage the relationship?**

Frequency of meetings:

Format of meetings:

Tracking benefits/value – how will we measure “success”?

How will we deal with conflicts if they occur?

**Signatures & Date:** **Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Protégé**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_