

PMI OVOC Mentoring Program

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 #:** _____

	Mentee	Mentor
Joint goal for the mentoring relationship. Joint consideration of how the relationship will benefit the protégé and 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:** _____