# General

Q1. How much time is required for the Mentor?

A1. On the average the Mentor will spend around 1 to 2 hours a week on the high side. Probably 2 hours every two weeks, for the duration of the mentoring plan, depending on the meeting schedule.

Q2. How much time is required for the Mentee?

A2 On the average the Mentee will spend around 1 to 2 hours a week on the high side. Probably 2 hours every two weeks, for the duration of the mentoring plan, depending on the meeting schedule.

Q3. How long is the program?

A3. The Mentor/Mentee relationship and timeline will be defined in the mentoring plan which is defined by the Mentee and agreed upon with the Mentor. Probably around six to nine months.

Q4. How do I apply to the program?

A4. Anyone interested in being considered for the program needs to complete the following steps:

|  |
| --- |
| Mentor |
| 1. Read FAQ’s |
| 2. Complete the appropriate application and e-mail along with an updated resume via e-mail tomentoring@pmiheartland.org |

|  |
| --- |
| Mentee |
| 1. Read FAQ’s |
| 2. Complete the appropriate application and e-mail along with an updated resume via e-mail tomentoring@pmiheartland.org |

Q5. Who is eligible to be a Mentee?

A5. PMI Heartland Nebraska / Iowa Chapter members in good standing. Typically, a Mentee is somebody employed as or seeking the role of a project manager, program manager, project coordinator or project scheduler and is looking to advance their own career.

Q6. Who is eligible to be a Mentor?

A6. PMI Heartland Nebraska / Iowa Chapter members in good standing.

Typically, a Mentor will be:

* Be considered a senior project manager by his/her peers
* Have 7 + years of experience as a project manager or project related roles
* Have a PMP designation
* Knows/understands the project management job market and career development process

Q7. What is Mentoring?

A7. Mentoring is the act of helping someone to improve their project management skills. Mentors are facilitators and catalysts in a process of discovery and insight. In a learning partnership, the Mentor’s role is to “guide on the side” rather than “the expert with the answers”. Instead of being Mentor driven, with the Mentor taking full responsibility for the Mentee’s learning, the Mentee learns to share responsibility for the learning, setting priorities, learning, and resources and becomes increasingly self- directed.

Q8. Are only professionals from specific industries allowed to participate? A8. Professionals from any industry are welcome.

# PDU’s

Q9. As a PMP how many PDU’s (Professional Development Units) will I earn?

A9. Both the Mentor and/or the Mentee, if they are a PMP can each earn PDU’s as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | PMP Mentor | PMP Mentee | PDU Type |
| Mentor:Sharing knowledge – 1 hour = 1 PDU | Maximum of 25 PDUs per 3-year cycle |  | **Mentor**=Giving back – Creating Knowledge |
| Mentee:Informal Learning – 1 hour = 1 PDU |  | Maximum of 35 PDUs per 3-year cycle | **Mentee**=Education – Informal Learning (Technical, Leadership, Strategic) |

Q10. I am working on obtaining my PMP designation, can I claim Mentoring as part of the required 35 contact hours of Project Management Education towards my PMP qualifications?

A10. 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.

Q11. How will the Mentoring PDU’s be tracked and awarded?

A11. **Mentor** must provide evidence supporting your coaching or mentoring arrangement, including notes from and dates of discussions and activities. **Mentee** must provide evidence supporting your learning, including notes from and date of activities conducted.

Q12. How do I get my PDU’s?

A12. You must submit their PDU’s to PMI as per normal procedures to claim your PDU’s. You may use the tracking form on the mentoring section on the PMI Heartland Nebraska / Iowa Chapter website to track dates, activities and notes. The Director of Mentoring may help with reporting PDUs.

Q13. What time is and is not considered eligible for PDU credits?

A13. The following activities are considered **eligible** for PDU’s:

* + Time spent together by both Mentor and Mentee
		- Face to face
		- Telephone conversations

The following activities are considered **not eligible** for PDU’s:

* + Preparation work
	+ E-mails
	+ Reading
	+ Attending other training course
	+ Travel

Q14. To which category do the earned PDU’s apply?

A14. All PDU’s earned during the Mentoring program for the **Mentor** are under Giving Back – Sharing knowledge. The **Mentee** would report under Education – Informal Learning. PDU rules can be found in the Continuing Certification Requirements (CCR) Handbook.

# Mentor/Mentee Matches

Q15. Can I continue my current Mentor/Mentee relationship for a second term?

A15. Due to the limited number of spots available, all interested parties must reapply to participate in the program. If the Mentor/Mentee relationship continues outside the program, a PMP should review his or her Mentor/Mentee activities to establish if additional PDU’s can be claimed.

Q16. How will the Mentor/Mentee pairs be chosen?

A16. Generally, they will be chosen on a best match basis. However, the logistics of matching may mean that even if your application was #1 and no appropriate match was found then you would not be paired. The general concept for matching is experience, industry, professional specialization, Mentoring preferences, location proximity and variety of less important considerations.

Q17. How many Mentees will be assigned to a Mentor? A17. One Mentee will be assigned per one Mentor.

Q18. What if my Mentor/Mentee and I don’t get along?

A18. It is expected that both Mentors and Mentees will put forth their best efforts to create a positive relationship. If these efforts are unsuccessful contact the Director of Mentoring.

Q19. What are the “two most important criteria” referred to on the application list? A19. These criteria/preferences are used to assist in the matching of Mentor to Mentee.

* + Specific industry or type of organization
	+ Specific issues you would like to emphasize as a Mentoring topics Q20. Why do you need my resume?

A20. Best practices indicate that a good match is part of a successful Mentoring program. The more information we have regarding the background of participants, the better the match. As part of the matching process, the Mentoring Matching and Alignment Manager will review the resumes of both the Mentor and the Mentee.

Q21. Will my resume be treated as confidential?

A21. Your resume will initially only be seen by the Mentoring Matching and Alignment Manager. Once paired, and Mentor and Mentee have signed the Mentor/Mentee Participation Agreement (which includes a confidentiality clause) only then will your resume be shared with your matched Mentor/Mentee. In any case, your resume will be viewed by the Mentoring Matching and Alignment Volunteer and your match **ONLY**.

# Contact Information

Director of Mentoring at e-mail: mentor@pmiheartland.org