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Project Management Leadership*

# **PMI Massachusetts Bay Mentoring Program Frequently Asked Questions**

Updated July 2, 2018

# PMI Mass Bay Chapter Mentoring Program Frequently Asked Questions (FAQs)

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## Frequently Asked Questions (FAQs)

### General

**Q. How much time is required for the Mentee and Mentor?**

- A. Twelve (12) one-on-one Meetings are required each with a duration of at least one (1) hour during the period of the program. The team may spend up to two (2)\* hours per month based upon the needs of the team. \*Additional time may be required for follow up on suggestions or information provided by the mentee.

Please note that the meetings between mentoring partners are required to be in-person until the mid-point meeting to build rapport between the mentor and mentee. Skype, Facetime, Video Conference etc. can be used for the second half of the program with the mutual agreement of the mentor and mentee.

**Q. How long is the program?**

- A. The mentor/mentee relationship will last for seven months from September 29, 2018 through April 27, 2019.

**Q. How Do I apply to the program?**

- A. All PMI Mass Bay Chapter Members were emailed the following information on how to participate in the program. These steps apply to both Mentors and Mentees:
- Complete application and submit via email by the application deadline to mentoring@pmimassbay.org. A copy is available for download from the PMI Mass Bay Chapter website. (Note: to access form from website, login as a Mass Bay Chapter Member).
  - Receive reply on mentor-mentee match and invitation to officially join the program.
  - Pay participation fee to Chapter offices by one week before the Kick-off session for the program.
  - Attend the Kick-off Session.

**Q. Who is eligible to be a mentee?**

- A. PMI Mass Bay Chapter Members in good standing. Typically a mentee is somebody employed in the role of a project manager, program manager, project coordinator, or project scheduler.

Note: 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 Mass Bay Chapter Members in good standing. The mentor will:
- Have a PMP designation
  - Be considered a senior project manager by his/her peers
  - Have 5 or more years of practical experience as a project manager or in project management related roles

**Q. What is mentoring?**

- A. 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 be the "guide on the side" rather than "the expert with the answers." Instead of being mentor driven, with the mentor taking full responsibility for

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the mentee's learning, the mentee learns to share responsibility for the learning, setting priorities, and becomes increasingly self-directed.

**Q. Are only professionals from specific industries allowed to participate?**

A. All industries are welcome.

**Q. Why is there a Kick-off session?**

A. Best practices indicate a successful mentoring program is based on a good mentor/mentee match, a training day to provide guidelines and set expectations for mentors and mentees.

**Q. What is the purpose of the mid-point session?**

A. To continue to foster and reinforce the mentee/mentor relationship, gain insight from other mentor-mentee pairs and participate in additional learnings.

**Q. What is the purpose of the wrap-up session?**

A. To recognize the accomplishments of the teams, to conduct a program strengths/areas for improvement exercise, to distribute instructions for claiming PDUs and to complete the Close Phase of the program.

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

A. A confidentiality agreement is signed between the mentor and mentee as well as with all members of the Program Administration team. Conversations between parties are not shared with PMI or any other mentor/mentee pair.

### **PDUs and Contact Hours**

**Q. As a PMP how many PDUs (Professional Development Units) will I earn?**

A. Both the Mentor and Mentee, if they are a PMP, can each earn 18 PDUs.

**Q. 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?**

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. A classroom setting specifically focuses this portion of the PMP Certification examination application on structured learning programs addressing specific PM knowledge areas exemplified.

**Q. If I obtain a PMP status 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 18 PDUs associated with this program.

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

A. At the mentoring training session, tracking forms will be distributed and their usage explained. Monthly, each mentor /mentee will submit their tracking forms to

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*mentoring@pmimassbay.org* for verification. PDUs will be awarded at the end of the program.

**Note:** Mentors and Mentees must submit PDUs to PMI using normal PMI procedures to claim your PDU's.

**Q. How do I get my PDU's?**

- A. Upon completion of the mentoring program and receipt of your certificate you submit your PDU's through the normal PMI procedures.

**Q. Can I earn more or less than 18 PDUs for the mentoring program?**

- A. You can only earn **18 PDUs** for the actual Mentoring program. If you put in more than 12 hours meeting with your mentoring partner, you still will be able to claim **18 PDUs** only. If you put in less than 12 hours meeting with your mentoring partner you could claim 0 (yes zero) PDUs.

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

- A. The following activities are considered **eligible** for PDUs: time spent together by both Mentor and Mentee, such as one-on-one meetings and the in-person program Sessions. The following activities are **not** considered **eligible** for PDUs: preparation work, emails and reading, and other telephone conversations.

**Q. If I complete my 12 hours of contact time before the program ends, can I claim them earlier?**

- A. PDUs will only be awarded at the end of the program. See the next question.

**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 April 27, 2019 and will count for the certification cycle active on that date.

**Note:** If you earn more than the required PDUs in your CCR cycle, you may apply the following amounts of PDUs to your next certification/CCR cycle. Only PDUs earned in the third year of your certification cycle can be transferred.

Credential No. of PDUs allowed to be transferred to the next cycle

- PMI-RMP: 10 PDUs
- PMI-SP: 10 PDUs
- PgMP: 20 PDUs
- PMP: 20 PDUs

**Q. My PMP certification is dependent on receiving PDUs this year, what can I do?**

- A. Please contact the Mentoring Coordinator for consideration as a "hardship" case. Any PDUs awarded will be governed by PMI guidelines.

**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 the one-on-one mentoring sessions. These PDUs can be allocated as technical, leadership, strategic, or giving back, depending on the nature of the mentoring engagement. The 6 additional PDUs earned during the group sessions will be allocated these categories in keeping with the topics covered during those meetings.

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### Fees

**Q. What is the fee for the mentoring program?**

A. The fee is \$160 for mentees and free for mentors as noted on the PMI Mass Bay Chapter website / Mentoring Program page. Credit card payment is preferred and an *EventBrite* link will be provided for on-line payment.

**Q. What does my fee cover?**

A. The fee covers training and administrative costs associated with the program. Training costs include fees for three group meetings throughout the program, refreshments, printing and fees associated with participation certificates.

**Q. Who pays the fee?**

A. The mentees that are matched.

**Q. Can I get my money back?**

A. Your money will not be refunded after the mentor/mentee Kick-off Session has occurred.

### Mentor - Mentee Matches

**Q. Can I continue my current mentor/mentee relationship for a second year?**

A. Due to the limited number of spots available, all members interested in obtaining PDUs must reapply to participate in the program. No consideration will be given to previous matches. Mentor and Mentee pairs are encouraged to continue their relationship after the program concludes.

Please note that an applicant *may* request a specific pairing on the program application but there is no guarantee of being assigned that person.

**Q. How many mentor/mentee pairs are allowed in the program?**

A. In general terms there is no limit.

**Q. How will the mentor/mentee pairs be chosen?**

A. 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.

**Q. What if I don't get a match?**

A. You will be put on a waiting list in case somebody drops from the program.

**Q. How many mentees will be assigned to a mentor?**

A. Only one mentee will be assigned per mentor.

**Q. What if my mentor/mentee and I don't get along?**

A. 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 Mentoring Team via email at [mentoring@pmimassbay.org](mailto:mentoring@pmimassbay.org) for assistance.

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**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:
- Geographic desirability
  - Specific industry or type of organization
  - Specific issues you would like to emphasize as a mentoring topics

### **Further Information**

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

- A. Please contact the PMI Mass Bay Chapter for more information:
- [mentoring@pmimassbay.org](mailto:mentoring@pmimassbay.org)
  - [info@pmimassbay.org](mailto:info@pmimassbay.org)
  - [www.pmimassbay.org](http://www.pmimassbay.org)