

2010/2011 PMI SOC Mentoring Program Frequently Asked Questions (FAQs)

<i>Topic of Interest</i>	<i>See Questions</i>
General	1-9
PDUs and Contact Hours	10-21
Fees	22-26
Mentor Mentee Matches	27-35
Further Information	36

General

1. Q. *How much Time is required for the mentor?*
 A. The mentor will spend an average of 4 hrs per month with the mentee. This can be face to face, over the phone or real time video/web communication methods. Additional mentor time may be required to follow up on suggestions or information provided by the mentee.

2. Q. *How much Time is required for the mentee?*
 A. The mentee will spend an average of 4 hrs per month with the mentor. This can be face to face, over the phone or real time video/web communication methods. or over the phone. Additional mentee time may be required to follow up on suggestions or information provided by the mentor.

3. Q. *How long is the program?*
 A. The mentor mentee relationship will last 12 months. If you wish to continue in the formal mentoring program at the end of this period you must re-apply.

4. Q. *How Do I apply to the program?*
 A. All PMI SOC members were emailed the following information on how to participate in the program. These steps apply to both Mentors and Mentees

Mentor/Mentee
1. Read FAQs
2. Update your Resume
3. Complete online application and submit resume thru web site www.soc.pmi.on.ca starting January 2, 2010 to February 13, 2010 (Note Login as a member then, Members Services > Mentoring Area)
4. Application registration closes February 13, 2010
5. Receive reply on mentor-mentee match by March 8, 2010
6. Participation fee (\$70 + GST mentor, \$70 + GST mentee) will be processed by SOC office between March 8 to March 27, 2010 only for matched participants
7. Attend the mandatory training day on Saturday, March 27, 2010

5. Q. *Who is eligible to be a mentee?*
 PMI SOC 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 prepare for their PMP exam, should check with the Southern Ontario Chapter website for more appropriate programs

6. Q. *Who is eligible to be a mentor?*

A. PMI SOC members in good standing. Typically a mentor will:

- Be considered a senior project manager by his/her peers
- Have 10+ years of experience as a project manager or project management related roles
- Have a PMP designation

7. 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 "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.

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

A. All industries are welcome.

9. Q. *Why is there a training day?*

A. Best practices indicate a successful mentoring program is based on:

- i) a good mentor mentee match
- ii) a training day to provide guidelines and set-up expectations for mentors and mentees.

PDU's and Contact Hours

10. Q. *As a PMP how many PDUs (Professional Development Units) will I earn?*
 A. Both the Mentor and/or Mentee, if they are a PMP, can each earn PDUs as follows:

Activity	PMP Mentor	PMP Mentee
Training Day	6	6
Mentoring for 12 months @ 4 hours per month	48*	48*
Mid Program Get Together	3**	3**
Closure	3***	3***
Total PDUs Claimed	60	60

* You can only earn 48 PDUs for the actual Mentoring program. You are not obligated to spend four hours per month, although it is considered the best way to achieve 48 PDU's. 1 PDU is defined as 1 hour of face to face, phone conversation or real time communication between the mentor and mentee.

** The mid program get together is an optional activity that will be scheduled if there is sufficient interest.

*** The closure program is a face to face meeting to celebrate learnings and redefine the mentoring relationship.

11. 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.
12. Q. *If I obtain a PMP status during the mentoring program, will I be eligible for PDU's?*
 A. For new PMP's, the PDU's will be divided into quarters and you will be eligible for a relative number of PDU's from the quarter during which the PMP status was obtained to the end of the program.
13. 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. Quarterly, each mentor /mentee will submit their tracking forms to the mentoring coordinator for verification. PDU's will be awarded at the END of the program. Note that mentor or mentee must still submit their PDU's to PMI as per normal PMI procedures to claim your PDU's.

14. 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.

15. Q. *Can I earn more or less than 48 PDU's for the mentoring program?*

A. You can only earn 48 PDU's for the actual Mentoring program. If you put in more than 48 hours, you still will be able to claim 48 PDU's only. If you put in less than 48 hours you could claim 0 (yes **zero**) PDU's OR up to 15 PDU's under category 2 for Self Directed Learning. The PMP is responsible for claiming PDU's under this category.

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

A. The following activities are considered **eligible** for PDU's: time spent together by both Mentor and Mentee, such as: face-to-face meetings, online chat & telephone conversation.

The following activities are **not** considered **eligible** for PDU's; preparation work, emails and reading.

17. Q. *If I complete my 48 hours of contact time before the program ends, can I claim them earlier.*

A. PDU's will only be awarded at the end of the program. See the next question.

18. Q. *For which year will I be able to claim PDU's?*

A. The approach used by any REP (Registered Education Provider) is that course participants earn PDU's upon the completion of the whole course.

SOC has created this program as a course and in order to obtain your PDUs the course must be completed. Therefore you will be eligible for 48 PDUs only after April 2011 and they can only be claimed for 2011.

19. Q. *My PMP certification is dependent on receiving PDU's in 2010, What can I do?*

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

20. Q. *To which category do the earned PDU's apply?*

A. All PDU's earned during the mentoring program are category 3 (three). A detailed list of Processes, Knowledge Areas, Program Numbers, etc. will be distributed to the program participants during the training session.

21. Q. *If I don't meet the criteria for 48 hours of contact time, what can I do?*

A. No credits will be awarded from the chapter for the mentoring program. However, you can pursue claiming a maximum of 15 PDU's under Category 2sdl (Self Directed Learning). Note you must complete all the paperwork yourself.

Fees

22. Q. *What does my fee of \$70 + GST cover?*
A. The fee covers training costs and administrative costs associated with the program. Training costs include facility rental fees for three meetings throughout the program, catering expenses and fees associated with participation certificates
23. Q. *What is the fee for the mentoring program?*
A. The fee is \$70 + GST for mentor and \$70 + GST for mentee. Credit card payment is preferred and facilities will be provided for online payment thru the SOC PMI web site. Alternate means of payment i.e. cheque, cash etc. may be arranged with the SOC office.
24. Q. *Why is the fee the same for Mentors and Mentee?*
A. The fee is \$70 + GST for mentors and \$70 + GST for mentees, the fee is to cover training and administration. Feedback from previous years indicates equal value is received from the program by mentors and mentees. However, mentors with three or more consecutive years in the program may be eligible for an exemption.
25. Q. *Who pays the fee?*
A. Only those mentors and mentees that are matched and notified are charged the fee.
26. Q. *Can I get my money back?*
A. Your money will NOT be refunded after the mentor mentee training session has occurred.

Mentor Mentee Matches

27. 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 PDU's must reapply to participate in the program. No consideration will be given to previous matches. 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 under Category 2 Self-directed Learning Activities.
28. Q. *How many mentor/mentee pairs are allowed in the program?*
A. In general terms there is no limit, but we want to keep the program manageable. Numbers of pairs have ranged from 30 pairs to 65 pairs on any given year.
29. 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.
30. 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 or if this does not happen you will need to reapply for the next year program.
31. Q. *How many mentees will be assigned to a mentor?*
A. Generally only one mentee will be assigned per mentor. Under special circumstances, some mentors may be approached to take on 2 mentees. In such cases, all parties involved will need to be in agreement for the group to proceed.
32. Q. *What if my mentor/mentee and I don't get along?*
A. It is expected that both mentors & mentees will put forth their best efforts to create a positive relationship. If these efforts are unsuccessful contact the Mentoring Coordinator.
33. Q. *What are the "two most important criteria" referred to on the application list?*
A. These criteria/preferences are used to assist in the matching of mentor to mentee.
1. Specific industry or type of organization
 2. Specific issues you would like to emphasize as a mentoring topics
34. Q. *Why do you need my resume?*
A. 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 Coordinator will review the resumes of both the mentor and mentee.
35. Q. *Will my resume be treated as confidential?*

- A. Your resume will initially only be seen by the Mentoring Coordinator. 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 Coordinator and your match **ONLY**.

Further Information

- 36. Q. Who can I contact for further info?
 - A. Southern Ontario Chapter Office (416) 381-4058 or info@soc.pmi.on.ca