

# 2026 Fall Mentoring Session

## PMI Chicagoland Core PM Mentoring Program

March 15, 2026

### Contents

Summary .....	3
Key Terminology.....	4
<b>Program / Session</b> .....	4
<b>Meeting</b> .....	4
<b>Event</b> .....	4
<b>Formal Mentoring Format</b> .....	4
<b>Compliant Communication</b> .....	6
<b>Personal Development Plan (PDP)</b> .....	6
<b>Unacceptable Goals</b> .....	7
<b>Mentorloop Mentoring Platform</b> .....	7
Application Process .....	8
<b>Application Window</b> .....	8
<b>Applicant Vetting</b> .....	9
<b>Partner Pairing</b> .....	9
<b>Application Confirmation</b> .....	9
Mentoring Events.....	9
<b>Mentor Training</b> .....	9
<b>Mentee Training</b> .....	10
<b>Kickoff</b> .....	10
<b>Mid-Session</b> .....	11
<b>Final/Closing</b> .....	11
Program Benefits.....	13
<b>Professional Development Units (PDUs)</b> .....	13
<b>Certificates of Achievement</b> .....	13
Appendices.....	14
<b>Appendix A: Mentee/Mentor Level of Effort</b> .....	14
<b>Appendix B: Dates, Times, and Venues</b> .....	16
<b>Appendix C: Key Due Dates, Deliverables, Instructions and Templates</b> .....	17

**Appendix D: Acknowledgements** .....17

## Summary

This document provides detailed information about the Core PM Mentoring Program to potential mentees and mentors so they can assess if they want to continue to be considered for the Session they are applying for. Some applicants will still want to be considered for the Session, and others will withdraw their applications typically because:

1. This Session demands more time and effort than initially anticipated or
2. The nature of the formal mentoring process is not what the applicant is looking for.

Should an applicant withdraw his/her application, he/she is free to apply to a future Session.

The objective of the PMI Chicagoland Core PM Mentoring Program is to improve the project management skills of the mentees under the guidance of an experienced project management professional. The program utilizes a **formal structured mentoring format**. Compared to an informal (common alternative) mentoring format where a mentee is just paired with a mentor, the formal format also includes:

- Completion of a goal by executing and delivering a Personal Development Plan (PDP) or project by mentees,
- Attendance to group meetings / networking events by all participants, and
- Oversight and management of the program by a Mentoring Leadership Team.

Refer to the **Key Terminology** section for more information about **Formal Mentoring Format, PDP, Events, and Meetings**.

This program requires substantial effort and time commitment over the 18-week session duration. Though in actuality, the level of effort spans 23 weeks, as participants must attend training, a week or two before the Session begins. Participants will spend about 40-50 hours on their one-on-one meetings (2-4 times a month) and completing their eighteen (18) or so Deliverables, which are typically artifacts (e.g., PDP, Homeworks, surveys), presented either individually or collectively at the three major Events occurring over the Session. These hours are in addition to the 11.5 - 14 hours to attend the events shown below.

Dates subject to change

1	Mentor Training	Jul 25, 2026, Saturday	9:00 AM-1:30 PM	Virtual
2	Mentee Training	Jul 28/30, 2026, Tue/Thu	7:00PM – 8:00PM	Virtual
3	Kickoff	Aug 8, 2026, Saturday	9:00 AM-1:30 PM	Onsite
4	Mid-Session	Oct 10, 2026, Saturday	9:00 AM-12:00 PM	Onsite
5	Final/Closing	Dec 12, 2026, Saturday	9:00 AM-1:30 PM	Onsite

Refer to the **Appendix** section for more information about **Level of Effort, PDP, Events Dates, and Deliverables**. The venue for the onsite events is being finalized and will be communicated by the MLT via Mentor City.

**If you are ready to commit, apply to this session by clicking [here](#).** Note that once accepted, mentees have a \$125 (One Hundred Twenty-Five dollars) Session fee, payable at Kickoff Event registration. Mentors attend free of charge. Refer to the **Application Process** section for more information about the **Application Window, Applicant Vetting, Partner Pairing, and Application Acceptance**.

## Key Terminology

To avoid confusion for what otherwise may be considered synonymous terms, we make the following distinctions in this Program:

### Program / Session

The program described in this document is the PMI Chicagoland Core Project Management Mentoring Program. A session is an 18-week forum offered under the Core PM Mentoring Program. Currently, the PMI Chicagoland Chapter offers two Sessions per year. **The Fall Session runs from January through May of the calendar year, and the Fall Session runs from August through December.** There is no difference between the Fall Syllabus and the Fall Syllabus.

### Meeting

A meeting is a one-to-one contact between a mentee and his/her mentor. The contact is ideally face-to-face although other virtual alternatives (e.g., Zoom, video call, phone-call) may be used when in-person is not an option. The location, duration, and content of each meeting is determined by the mentee and his/her mentor to their mutual satisfaction. The Core PM Program Mentoring Agreement that each mentor and mentee signs at the beginning of a Session states that each mentor and mentee will have a minimum of two meetings per month during the Session. Most mentoring partnerships hold 4 meetings per month. Mentees and mentors may claim one PDU for each hour they meet to the extent permitted as delineated in the PMI Continuing Certification Requirements (CCR) Handbook (Refer to Section 12, PDU Units), below for further details.

### Event

An Event is a gathering of all the mentees and/or mentors in a Session. The MLT organizes and facilitates events with a particular purpose in mind. The dates and times of the events are known when applications are received. Four events take place during each session:

- Mentor Training Event –1-2 weeks before a Session begins
- Mentee PDP Training Events –1-2 weeks before a Session begins
- Kickoff Event – starts the 18-week Session
- Mid-session Event – in Week 9 of the Session
- Final/Closing Event - ends the 18-week Session

Events typically occur on Saturdays, about 4.5 hours long, from 8:30 AM to 1:00 PM. Mentees and mentors must attend all events (Kickoff, Mid-session, Final/Closing).

**If the applicant cannot commit to attending all the events, he/she should withdraw his/her application for this Session and apply for a future Session.**

## Formal Mentoring Format

There are several different ways that mentoring can be delivered. The PMI Chicagoland Core PM Mentoring Program utilizes a **formal mentoring format**. The difference between formal and informal (common alternative) mentoring formats is described below:

Item	Characteristic	Formal Mentoring	Informal Mentoring
1	Time-bound	Specific beginning and ending dates for a session. For PMIC, the session is 18 weeks.	No specific start date. Usually, open-ended.
2	Plan	The mentoring process is guided by a plan. For PMIC, each mentee defines his/her goal and a plan to achieve that goal with the support of his/her mentor and MLT guidance.	No plan No specific direction.
3	Documentation	The plan is documented. For PMIC, there are documented periodic progress reports and anonymous surveys.	No documentation.
4	Guidance	Mentees and mentors are provided with instructions to guide them through creating various deliverables. Guidance is provided to help ensure that the mentoring relationship is effective.	No written instruction.
5	Escalation	Although issues between mentor and mentee are extremely rare, the MLT is readily available to help.	No support team is readily available.
6	Mentor selection	Mentor/mentee partnerships are identified and assigned by the MLT.	No standard process for mentor selection.
7	Mentor exclusivity	Mentee and mentor have an exclusive one-to-one relationship for the entire session.	One-to-one, although mentee groups and mentor teams may be used.
8	Meetings	One-to-one mentee / mentor meetings are scheduled for the session. A minimum number of meetings is required.	Mentee/mentor meetings do not usually occur with any rigor.
9	Events	Group gatherings (events) bringing all mentees and mentors together are scheduled. Attendance is mandatory. For PMIC, 3 events occur in each session for all participants and 1 additional event for mentors only, plus a virtual training event for mentees.	No scheduled group gatherings.
10	Commitment	Mentees and mentors pledge to be active participants, mindful of partners, and attend the minimum number of meetings and events.	No type of formal agreement.
11	Professional Development Credits	Course PDUs are awarded for mentees and mentors satisfying Events requirements. Other PDUs may be earned for Meetings.	Other PDUs may be earned for Meetings.
12	Knowledge Sharing	Mentee and mentors share status and findings with other colleagues during Events.	Any knowledge sharing occurs ad hoc.
13	Networking	Networking with colleagues is encouraged and facilitated.	No network structure.

While a formal program is more structured, in anonymous surveys, participants who have completed a session indicate a strong preference for a formal versus an informal format. The preference seems to come from the fact that a formal format provides the framework within which mentees and mentors can expend 100% of their creativity and efforts on achieving their goals. Some PMI chapters, who have implemented informal programs, report that over time as high as 40% of the participants seem to drift off-course and abandon the program. There certainly is a place for informal mentoring in everyone's development, but it probably should not be one's first experience with mentoring. A formal program as a first step will provide you with experience and tools you can use to make future informal endeavors successful.

### Compliant Communication

The Mentor City tool is the primary method by which the MLT facilitates the Session. Participants will receive critical information via posts in Mentor City from the Mentoring Leadership Team over the 18-week Session. Participants must pay attention to every post and comply with what is required. For example, when mentoring partners are selected, the mentee and mentor are connected to Mentor City, informing them of the name, email address and phone number of their mentoring partner. The communication instructs Mentee participants to contact their selected Mentor and have a phone conversation or, ideally, meet face-to-face within 48 hours to determine if they are compatible and a good fit. The post also instructs Mentee and Mentor participants to respond to the MLT if they accept their selected mentoring partner.

This is referred to as compliant communication because every mentee and mentor must respond to confirm acceptance and formation of the partnership before we can move on with the Session. The MLT must have 100% compliance from every mentee and mentor since this is a formal program, there is a schedule, and specific activities must occur on time to not jeopardize the overall Session. **Non-compliance is a showstopper, and applicants who do not respond after 1 or 2 follow-ups may be dropped from the Session.**

### Personal Development Plan (PDP)

Conceptually, each mentee's participation in this Session is considered a project, and the PDP is the mentee's project plan to accomplish his/her goal(s). This program's objective is for all mentees to meet their goals. Before implementing the PDP process in the fall of 2017, only 50% of mentees met their goal, which was unacceptable from both the participants and the program's perspectives. At least 90% of the mentees met their goals after the PDP process was instituted. Each mentee is responsible for creating her/his PDP with significant guidance from his/her mentor. The PDP is the most time-consuming deliverable as it requires lots of effort to create and gain approval from the MLT. The mentor and mentee review the PDP regularly.

The mentee is initially assigned to create his/her draft PDP as homework for the Kickoff event. The revised PDPs must be submitted to the MLT 2 weeks after the Kickoff event for review and approval. If the PDP is unacceptable, the MLT will respond with specific changes to be made by the mentee, reviewed by the mentor, and resubmitted for MLT approval. If the PDP is still unacceptable, the MLT reviewer will meet with the mentee and mentor to review and update the PDP to an acceptable form. It is highly recommended that mentees submit their PDP several days before the deadline to accommodate multiple iterations.

The amount of time and effort it will take for each mentee to develop an acceptable PDP will vary greatly due to the diversity of the mentee group. There are some mentees who have been

practicing project managers for many years and have PMP certification. There are others in another profession and just entering the project management field. If a mentee is an experienced project manager, the elements of creating a PDP will be familiar and it will be a straightforward process. If, on the other hand, a mentee is not an experienced project manager, creating the PDP will be more of a challenge, but not impossible. Mentors can support their mentees in this effort. The difficulty the MLT sees mentees have creating a PDP typically falls into three areas:

Thinking of goal(s) – Mentees are free to define what it is they want to accomplish during this Session (with some exceptions noted later). Typically, in the work environment, we are not free to choose our goal – rather goals are given to us. A mentee’s goal could be related to his/her current position and a particular challenging situation he/she wants to address. Or the goal could be related to a skill the mentee wants to enhance. Or the goal might even be to explore project management in another business sector. As a mentee, whatever your goal is – it’s your choice. Mentors will help mentees develop SMART goals, which need to be

**SMART:**

S - Specific	The <u>goal</u> is your <u>charter</u> and is supported by a detailed <u>scope</u> statement of what is, and what is not included.
M - Measurable	Work Breakdown Structure, for each goal, detailed in the 18-week period.
A - Attainable	Consider family and employment commitments. Also allow for unplanned events.
R - Relevant	Be specific – what is your expected deliverable?
T - Time bound	Manage your time.

1. To accomplish the goal, the mentee needs to create a set of manageable actions that lead to reaching the goal. In project management terms, this is called decomposition and results in a Work Breakdown Structure (WBS). This concept will be familiar to experienced project managers but may be new to those entering the field. A mentee struggling with this process should seek guidance from his/her mentor.
2. As the mentee develops the goal(s) and the set of actions to achieve it, they should also discuss the potential risks to achieving the goal with their mentor and how they will mitigate the risks if they arise. Thinking ahead will increase the likelihood of executing the mitigants when the need arises and of meeting the end goal(s).

**Unacceptable Goals**

Specific endeavors are not considered acceptable goals in this program. Goals may not be related to PMI certifications or finding a job. Goals may NOT be associated with the preparation, studying, taking exams, or acquiring PMI and/or DA credential(s), **including but not limited to PMP, PgMP, PfMP, CAPM, PMI-PBA, PMI-ACP, PMI-RMP, PMI-SP, DASM, DASSM, DAVSC, and DAC.** Other programs within PMI aim to prepare candidates for the exams leading to PMI certification or to assist them in finding jobs.

**Mentor City Mentoring Platform**

The program uses a mentoring platform to improve the efficiency of communication between mentees, mentors, and the Mentoring Leadership Team (MLT). Mentor City is used for most of the communication between the MLT and participants. It includes messaging, group chat, meeting calendar management, and file management features. Mentor City will be used as the mechanism to submit your initial application, Personal Development Plan (PDP), and pre-event homework. It is an excellent way to stay in touch with your mentee/mentor and the MLT. There is no fee for your use of Mentor City in the program.



# Application Process

Our objective in describing the Session in this level of detail is so you join the Session with “your eyes wide open”. The session demands much effort from mentees, dedicated mentors, and the mentoring leadership team (MLT) facilitating the session. **We seek ZERO ATTRITION; that is, everyone who starts the Session fully participates during it and completes it.** Unfortunately, circumstances beyond our control sometimes arise (such as a family member becoming seriously ill), forcing a participant to withdraw midstream. Thankfully, those situations are relatively rare.

However, some circumstances are within the applicant’s control that will demand as much if not more time than this Session requires and, therefore, are in competition for a limited resource, namely the applicant’s (YOUR) time. Such “circumstances” include but are not limited to:

- Advanced education/degrees – such as an MBA program
- New job
- Changing living accommodation, e.g., moving into a new home
- Family addition – the birth or adoption of a child
- Change of marital status – marriage, divorce

**In such cases, we strongly recommend that the applicant withdraw his/her application for this Session and attend a future Session.**

All this may sound a bit ominous and make you question immediately why you want to get involved in such an endeavor. The answer is that there is a pot of gold for you at the end of the Session, figuratively speaking. If you apply yourself, you will be rewarded with a strong sense of fulfillment and accomplishment. This program falls under the axiom that nothing significant comes without considerable effort and is worth it. We hear those words all the time from participants who complete a Session. Several signed up for a second or third session in the same and alternative roles (mentors have become mentees).

One final note; if you participated in a Session before August 2016, or talked to someone who has, your experience will differ from what you will experience in this Session. That is because we substantially revamped the program in August 2016 and again in 2024. With this backdrop, let’s begin the journey through a Session.

The Application Process begins with an announcement via email to all active members of the PMI Chicagoland Chapter. The announcement identifies the Application Window, i.e. the dates between which members may submit an online application. There is no fee to apply. The application is done using our Mentor City tool.

## Application Window

The online application window starts April 13, and closes on Jul 12, 2026. The application process is simple to initiate. During the application process, the applicant is required to:

- Read and attest understanding of this Detailed View document
- Read and agree to adhere to the PMIC Mentoring Confidentiality Agreement
- Read and agree to adhere to the PMIC Mentoring Agreement
- 

Once registered, the applicant must also complete their profile, which is approximately 35 questions and helps match you with a mentoring partner. Please provide your PMI ID number and upload a recent resume as part of this process.

## Applicant Vetting

Once the completed application is received, the applicant will be notified of the next step - applicant vetting, which will occur within 1-2 weeks of receiving the application. Vetting involves a phone conversation between the applicant and an MLT member who will:

- confirm the applicant has read the Detailed View and understands the commitment of time and effort required by every applicant to complete the Session successfully
- answer any questions the applicant may have about the Session
- obtains the applicant's commitment to the Program

At this point, the applicant may choose to be included in the cohort for this Session, or the applicant may withdraw his/her application of the current Session and consider reapplying at a future date.

## Partner Pairing

Once the vetting process is complete, the MLT holds a pairing meeting, at which time, the MLT determines the most suitable mentor from those available for each mentee. The MLT considers several factors to select the best pairing of partners for each mentee/mentor relationship. The MLT has paired hundreds of mentees and mentors over the years with a well-defined process that considers the practical aspects (such as location) and the objectives and preferences of every applicant. The process begins by comparing potential meeting places and minimizing the distance the mentee and mentor must travel. We try (but cannot guarantee) to have each mentee/mentor partnership be able to meet within a 15-mile perimeter. Often, the distance is much less. Next, we consider certain discrete factors such as industry and whether mentees and mentors want their partners to be in the same or different industries. Finally, we consider more subjective factors, such as special requests to be mentored on a certain skill, technique, and/or practice.

## Application Confirmation

Approximately two weeks before the session begins, each applicant is informed via Mentor City of the name of his/her partner and contact information (email and phone). The mentee is given instructions to contact the mentor and have a short meeting (in-person or virtual) to determine if they are reasonably sure they are a good fit. Each person will report their findings to the MLT, who will communicate his/her acceptance to each partner. There will occasionally be an issue, and the MLT will make reasonable efforts to find an alternative, although that is not always possible. When the MLT cannot find suitable pairs, the affected applicants will be informed via Mentor City and withdrawn from the session.

## Mentoring Events

The session has the following events required for all participants as appropriate:

1. Mentor Training – for Mentors [virtual]
2. Mentee Training – for Mentees [virtual]
3. Kickoff – for all participants [in person]
4. Mid-Session – for all participants [in person]
5. Final/Closing - for all participants [in person]

All materials presented during this event will be posted in the main Mentee Mentor space in Mentor City one to two days after the event.

## Mentor Training

The Mentor Training Event is exclusive and mandatory for all mentors, as it is intended to level-set all mentors to the same PMI mentoring style. This event is considered an educational course, and attendees will receive course PDUs at the end of the Session.

The following topics are covered during training:

1. The plan and schedule for the Session.
2. The role of the mentor and the mentee in this Session.
3. Mentoring best practices are discussed.
4. Explanation of the process for creating a Personal Development Plan.
5. Role-playing in some common situations.

All Mentors must register for the event on the PMI Chicagoland website and inform the Mentoring Director if they cannot attend. Mentors will receive a notice in Mentor City two weeks before the event reminding them of the event date, time, and location.

### Mentee Training

Two weeks before the kickoff event, the MLT will hold two one-hour virtual training sessions for Mentees. The virtual training will cover creating a SMART Goal and Personal Development Plan (PDP). Mentees must attend one of the two virtual sessions. The details covered in this training will be made available as a shared file in Mentor City.

This training session is designed to guide the mentee in how to create their draft PDP in time for the Kickoff Event, where the mentee will receive constructive feedback in break-out sessions. The draft PDP will be submitted using Mentor City by posting to your breakout group loop.

### Kickoff

The Kickoff Event marks the beginning of the 18-week session. Mentees and mentors must attend and will sit next to each other at the event. The event covers the following:

1. The plan and schedule for the Session.
2. Explanation of the process for creating a Personal Development Plan.
3. Assignment of the Personal Development Plan to mentees.
4. The mentor, mentee, and MLT roles in this Session.
5. A working break-out session where mentees present their draft goal and PDP to be critiqued by other mentees and mentors.

Prior to the Kickoff Event, participants will receive a Mentor City notice informing them of the following:

- When and how to register
- How to submit the following assignments in Mentor City before the event:
  1. Mentoring Partner Introduction deck
  2. Draft PDP (including SMART Goal)

Mentees and mentors must register and attend the event. Mentees will pay their \$125 (One Hundred Twenty-Five dollars) Session fee as they register. There is no fee for Mentors.

Participants will receive another email with the event materials and venue details the day before the event. This event is part of an educational course, so participants who attend all three Session events (Kickoff, Mid-session, Final/Closing) and complete related deliverables will receive course PDUs at the end of the Session.

Mentees and their mentors, along with MLT member(s), will break out into groups based on the number of participants. At each break-out session, the mentees will introduce themselves and their

mentors and review and get feedback on their draft SMART Goal and PDP created before the event.

### Mid-Session

The Mid-Session event marks the midpoint of the program's execution phase. Mentees and mentors must attend and will sit next to each other at the event. During this event, mentees, with their mentors' support, present their schedule of progress toward their goal(s) and other observations they may have made along the way. The event starts with an optional breakfast served before the event where participants can network with other participants.

Participants must inform the MLT if they can't attend the event. All participants will receive a notice the day before the event providing them with the event agenda and venue details. This event is part of an educational course, so participants who attend all three Session events (Kickoff, Mid-session, Final/Closing) and complete related deliverables (e.g., survey) will receive course PDUs at the end of the Session.

Mentees and their mentors, along with MLT members, will break out into groups based on the number of participants. At each break-out session, the mentees will review their progress against their approved PDP and assess the confidence level that she will complete the execution of the approved PDP. This will give the mentee the experience of managing a project per PMBOK standards. Participants will also review any learnings to date and brainstorm to identify potential opportunities for improving the session. A representative from each break-out group will present their recommendations at the main session.

### Final/Closing Session

The Final/Closing event is held on the last day of the Session (Saturday of Week 18). The preparation of activities before the event and the mentees' presentations at the Event are similar to the Mid-Session event. Mentees and mentors must attend and will sit next to each other at the event. During this event, mentees, with their mentors' support, make a 2-3-minute presentation, which is their final report concerning the status of his/her PDP, including whether the goal(s) have been met. The event ends with an optional one-hour luncheon where participants can network with other participants.

Approximately three weeks before the event, participants will receive a notice via Mentor City informing them to register for the event via the PMI Chicagoland website, instructing them to complete an anonymous survey, and asking mentees to populate a final PDP status template for a 2–3-minute presentation. This template is a mandatory homework assignment and must be completed and posted to the mentee's breakout loop in Mentor City 3 days before the Event. All participants must take the survey as it is a required deliverable for the program. The MLT presents the survey results to the MLT during the event.

Participants must notify the MLT if they can't attend the event. They will receive another notice via Mentor City the day before the event providing them with the event agenda and venue details. This event is part of an educational course, so participants who attend all three Session events (Kickoff, Mid-session, Final/Closing) and complete related deliverables (e.g., survey) will receive course PDUs at the end of the Session.

Participants stay as a group during the Final event, and the mentees present the outcome of their PDP one at a time. Certificates are also awarded to both mentees and mentors electronically.

Once all the mentees are done, survey results are then reviewed, and the PDU reporting topic is discussed. Upcoming volunteering opportunities and other PMIC events are announced.

## Program Benefits

In addition to the learning and guidance from experienced mentors, participants will receive a certificate and earn PDUs.

### Professional Development Units (PDUs)

As defined in the PMI Continuing Certification Requirements (CCR) Handbook (1) P– “PDUs are the measuring unit used to quantify approved learning and professional service activities.” Obtaining PDUs is how to retain PMI certification(s) (i.e. PMP, PgMP, PfMP, PMI-PBA, PMI-ACP, PMI-RMP, and PMI-SP).

The Mentor Training Event is a course where mentors receive 3.5 PDUs for attendance. The 18-week Session is considered a second course. If a mentor or mentee attends all 3 Session Events (i.e., The Kickoff Event, Mid-session Event, and the Final/Closing Event) and completes the associated deliverables, he/she receives 10.5 educational PDUs, which may be applied to the PMP recertification requirement.

A subset of those PDUs will be applied to other PMI Certifications. The PDUs are distributed amongst Talent Triangle components (Technical, Leadership, Strategic Business Management). Course PDUs requested are submitted to PMI by the Session “instructor” (i.e. the MLT) on behalf of the mentors and mentees. In addition to the course of PDUs noted above, mentees and mentors may report additional PDUs for their one-to-one meetings and in building and executing the PDP. Mentee PDUs should be submitted by the mentee as Informal Learning (Educational opportunities focused on structured discussions). Mentor PDUs should be submitted by the mentor under the broad category, Giving Back to the Profession, and specifically Share Knowledge (Sharing your domain knowledge to help others learn and grow).

If an attendee does not attend all events or complete all homework, then the MLT will not submit course educational PDUs. They should submit for PDUs covering the time spent at the events they did attend. The MLT will issue a report at the end of the session to delineate which PDUs the MLT will be submitting versus which ones the mentees and mentors must submit. One final note, if you do not hold one of the PMI certifications at the outset, you can still apply all the PDUs acquired during the session to your new credential.

Note: <sup>(1)</sup> Continuing Certification Requirements Handbook link: <https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/ccr-certification-requirements-handbook.pdf>

### Certificates of Achievement

Each Mentee and Mentor who is still enrolled in the session through the Final/Closing Event will receive a Certificate of Achievement for successfully completing the course.

# Appendices

## Appendix A: Mentee/Mentor Level of Effort

The following table lists the level of effort we typically see from mentors and mentees who have participated in previous Sessions. Your Level of Effort will vary:

Week #	Task, Meeting, Event	Mentee Hours	Mentor Hours	MLT Distribution	Mentee Deliverable
T-2	M/M Pairing Announcement			●	
	Mentee/Mentor Teleconference	1	1		■
	M/M Team Introduction Temp.			●	
	PDP Template Distributed			●	
T-1	M/M Intro and Draft PDP	4	2		■
	Mentor Training Event		3.5		
T=0	Kickoff Event	3.5	3.5		■
T+1	M/M 1-1 Meeting	1	1		
	PDP in Development	2	2		
T+2	M/M 1-1 Meeting	1	1		
	PDP in Development	2	1		
T+3	M/M 1-1 Meeting	1	1		
	Final PDP Submitted to MLT	5	2		■
T+4	M/M 1-1 Meeting	1	1		
T+5	M/M 1-1 Meeting	1	1		
T+6	M/M 1-1 Meeting	1	1		
T+7	M/M 1-1 Meeting	1	1		
	Survey Link Notification	.25	.25	●	■
T+8	M/M 1-1 Meeting	1	1		
	Mid-session Report Submitted	1.5	.5		■
T+9	M/M 1-1 Meeting	1	1		
	Mid-session Event	3.5	3.5		■
T+10	M/M 1-1 Meeting	1	1		
T+11	M/M 1-1 Meeting	1	1		
T+12	M/M 1-1 Meeting	1	1		
T+13	M/M 1-1 Meeting	1	1		
T+14	M/M 1-1 Meeting	1	1		
T+15	M/M 1-1 Meeting	1	1		
T+16	M/M 1-1 Meeting	1	1		
	Survey Link Notification	.25	.25	●	■
T+17	M/M 1-1 Meeting	1	1		
	Final/Closing Report Submitted	1.5	.0		■
T+18	M/M 1-1 Meeting	1	1		
	Final/Closing Event	3.5	3.5		■

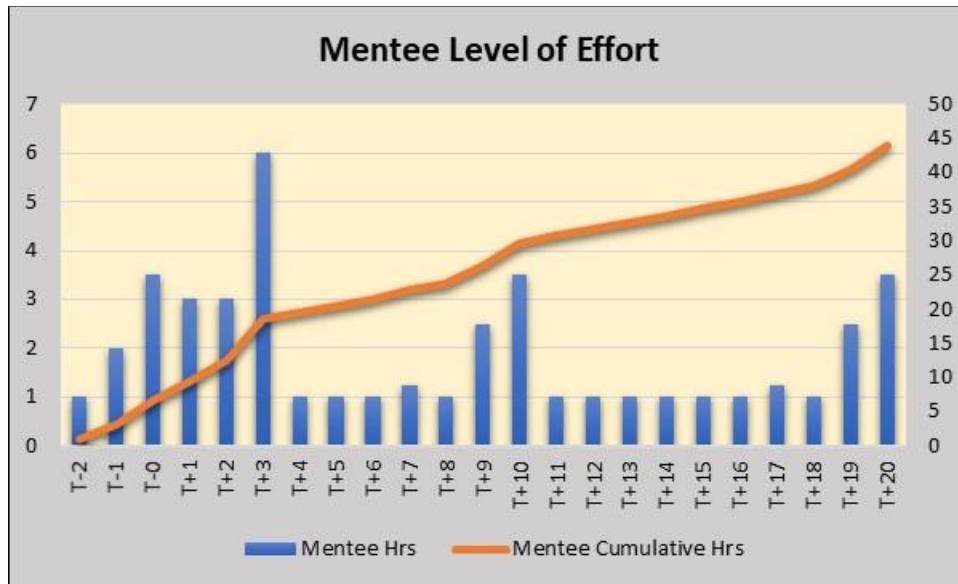
The Session is 18 weeks. Some activities take place before the Session begins. Practically speaking, the level of effort spans 21 weeks.

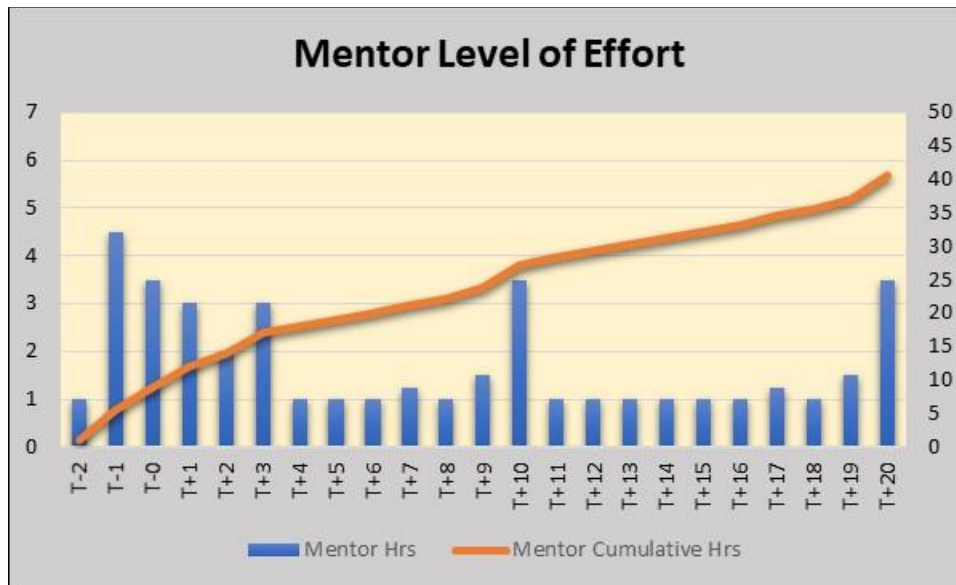
The table above depicts the level of effort required by a mentee and mentor who have one-on-one meetings four times per month.

- For a mentee, the total effort is 44.0 hours or 1:55 hours per week.
- For a mentor, the total effort is 40.5 hours or 1:45 hours per week.

These estimates are minimums and reflect only the required meetings and event times. These don't include the time the mentee and mentor spend on their planned activities between T+4 and T+20. In addition, a mentor and mentee may agree to increase their commitment.

As the charts below depict, effort is not even but has peaks and valleys. The most effort is expended in the first six weeks (three before Kickoff and three after Kickoff).





### Appendix B: Dates, Times, and Venues for Fall 2026

1	Mentor Training Event <sup>(4)</sup>	Jul 25, 2026 Saturday	Event: 9:00 AM-1:30 PM <sup>(1)</sup>	Virtual
2	Mentee PDP Training <sup>(6)</sup>	Jul 28/30, 2026 Tue/Thu	Event: 7:00PM – 8:00PM	Virtual
3	Kickoff Event <sup>(4)</sup>	Aug 8, 2026 Saturday	Event: 9:00 AM-1:30 PM <sup>(1)</sup>	In Person <sup>(3)</sup>
4	Mid-Session Event <sup>(4)</sup>	Oct 10, 2026 Saturday	Event: 9:00 AM-12 Noon <sup>(1)</sup>	In Person <sup>(3)</sup>
5	Final/Closing Event <sup>(4)</sup>	Dec 12, 2026 Saturday	Event: 9:00 AM-1:30 PM <sup>(1)</sup>	In Person <sup>(3)</sup>

**Notes:**

1. Times approximate. See agenda published before for event for exact times.
2. FALL VENUE IS CURRENTLY BEING SECURED.
3. Attendance at events must be onsite. Mentor Training is Virtual, not on-site
4. Events are usually held on Saturday mornings from 9:00 AM to 1:30 PM.
5. PDP training is virtual, mentees must attend one of the two sessions offered

## Appendix C: Key Due Dates, Deliverables, Instructions and Templates – Fall 2026

Mentees and Mentors must produce about eighteen (18) Deliverables. Those Deliverables are typically artifacts presented either individually or collectively at the three major Events occurring over the Session. To ensure the Deliverables meet predefined criteria, the MLTs issue templates and Instructions for each Deliverable well in advance of each Deliverable's due date. The table below provides the specific dates of 1) each Event, 2) the due date of each of the Mentee and Mentor Deliverables.

Date	Day	Event	Mentee & Mentor Deliverable	Announcement / Template
April 13, 2026	Monday	Applications Open		Application Open Announcement
July 12, 2026	Sunday	Final Application Date	Submit Application	
July 18, 2026	Saturday	Pairing Announcement		Pairing Announcement
July 23, 2026	Thursday	Pairing Confirmation	Pairing confirmed in Mentor City	

Date	Day	Event	Mentor Deliverable	Announcement / Template
July 11, 2026	Saturday	Registration for Mentor Training		Registration Notice
July 23, 2026	Thursday	Registration Due	Registered for MT event	
July 25, 2026	Saturday	Mentor Training Event		

Date	Day	Event	Mentee & Mentor Deliverable	Announcement / Template
July 18, 2026	Saturday	Registration for Kick-Off Event		Registration Notice
August 6, 2026	Thursday	Registrar Due	Registered for Kick-Off event	
July 28, 2026	Tuesday	PDP Virtual Training #1 (Mentee)	Mentee attends one of the dates	Video call & presentation
July 30, 2026	Thursday	PDP Virtual Training #2 (Mentee)	Mentee attends one of the dates	Video call & presentation
August 6, 2026	Thursday	Draft PDP and Intro due	Files posted to Mentor City	
August 8, 2026	Saturday	Kickoff Event	Mentee presents intro and draft PDP	
August 29, 2026	Saturday	PDP Approval Due	Mentee's final PDP is approved	Approved by MLT
September 19, 2026	Saturday	Registration for Mid-Session		Registration and Survey Notice
September 21, 2026	Monday	Survey for mid-session sent		Sent via Mentor City
October 3, 2026	Saturday	Survey due	Survey filled out	
October 5, 2026	Monday	Mid-session status presentation	Posted to Mentor City	
October 10, 2026	Saturday	Midsession Event	Mentee presents status slides	
November 21, 2026	Saturday	Registration for Final/Closing		Registration and Survey Notice
November 23, 2026	Monday	Survey for final event sent		Sent via Mentor City
December 5, 2026	Saturday	Survey due	Survey filled out	
December 7, 2026	Monday	Final session status presentation	Posted to Mentor City	
December 12, 2026	Saturday	Final/Closing Event	Mentee presents status slides	

## Appendix D: Acknowledgements

Thanks to the following PMI Chicagoland MLT members, mentors, and mentees who contributed to the content and editing of the initial release of this document: Kristine Ward and Skip Depner, and to Francis Labayan and Jezza Sutton for the updates for this release.