



Agreement Form

This mentoring program is sponsored by the Chicagoland Chapter of PMI and is designed to enhance the professional experience and development of the participants. Participation is strictly voluntary and without financial compensation. Please read the following guidelines regarding participation in the mentoring program. Your signature signifies your acceptance of the terms and conditions that govern participation in the program.

1. The duration of the formal mentoring relationship between participants in the program is for a period of six months. Mentor and Mentee agree to actively participate in the program for the full duration of their engagement.
2. Mentor and Mentee agree to be available, responsive to each other's needs, and willing to adjust schedules as necessary in order to achieve the minimum number of contact hours described below.
3. As part of the PMI-Chicagoland Mentoring Program, Mentor and Mentee agree to establish "live contact" for a **minimum of two (2) contact hours each month. Four (4) contact hours each month is advised.** It is recommended that the minimum contact hours be spread across and composed of (at least) **two** separate and distinct sessions each month. Live contact, as it is defined for this program, includes (and may not be limited to): face-to-face meetings, telephone conversations, video conferences, voice-only conference calls, e-mail, Voice-over-Internet conversations, or online chats, video, or live messaging via the Internet. Virtual contact is defined as email, online chats, live messaging via the Internet.
(Note: Though any and all forms of communication between Mentor and Mentee are encouraged, it is recommended that e-mail and other virtual communication methods not be used as the exclusive communications tool between Mentor and Mentee, but rather as a support process for other forms of direct communication.)
4. Participants are responsible for completing the necessary paperwork associated with the program prior to the initial contact with their "partner" (Mentor or Mentee).
5. Information shared between the participants within the context of the formal mentoring relationship is considered to be confidential and should not be shared outside the relationship without expressed permission from the other participant(s).
6. An individual pairing of Mentor and Mentee may prove to be unworkable or unsatisfactory to either/both participants. In this case either participant (or both) may request a different "partner" pairing during the relationship. The Director of Mentoring will address and resolve the pairing as quickly as possible, with no fault assigned to either party.
7. A Mentor's role is limited to the furnishing of opinions, guidance, advice and suggestions. Mentees should take all information given by a Mentor under advisement in making personal, professional, and career decisions.
8. It is the responsibility of the Mentor to ensure that all opinions, guidance, advice and suggestions provided as part of the formal mentoring relationship, are accurate to the best of their knowledge and do not recommend or suggest course(s) of actions for the Mentee that could be construed as illegal, unethical or immoral.
9. Participants accept responsibility for any costs incurred as part of the formal relationship, including, but not limited to: postage, telephone calls, travel, meals, conference/seminar registration, etc.
10. Individuals are permitted to take part in the **PMI-Chicagoland Mentoring Program(s)** upon acknowledgment and acceptance of these terms and conditions as indicated by their signature below.

11. Participant is a current member of the PMI-Chicagoland Chapter (with dues current).
12. The Chicagoland Chapter of PMI provides this mentoring service to our members with the understanding that using the service provides no guarantees regarding the Mentee's future either in terms of promotability, or employability. Neither does this process attempt to train the Mentee for PMP Certification. The Chapter sincerely hopes that the Mentee's prospects are enhanced by this process, but those outcomes are still the responsibility of the Mentee and not the Mentor or the Chicagoland Chapter.
13. **Mentees:** During discussions of problems with a Mentor, it is natural for you to describe situations that occur at work. If you decide to use this service we ask that you be aware during these discussions, that you must not inadvertently disclose information that is proprietary to your company, or whose knowledge outside of that company, might cause the company either embarrassment or even loss of revenue. It is incumbent on you not to let that happen! While it may be difficult to discuss such problems with your Mentor at such a generic level, please do your best.
14. **Mentors:** During discussions with your Mentees, they will sometimes wish to discuss problems or concerns at their workplace. Please do not discuss these problems in a manner where the specific nature of the problem provides you with either that company's proprietary information, or status of projects that could cause either embarrassment or loss of revenue for that company. While it is understood that an experienced project manager will be able to determine some information concerning both the project and the company, you must discourage your Mentee from continuing further. You must also treat anything you hear as though it were your own proprietary information.

Please bear in mind that Mentors are volunteers and are not experts or paid consultants. Mentors, the PMI-Chicagoland Chapter and the Project Management Institute are not responsible for business, career, personal or other decisions made as a result of the mentoring relationship. Mentors give only advice and/or information from their experience, perspective, etc. Mentors do not make decisions for Mentees. PMI®, the PMI-Chicagoland Chapter, and Mentors do not accept any responsibility for decisions made by Mentees.

By entering into the mentoring program, the participants agree that neither PMI, the PMI-Chicagoland Chapter, nor other participants has any liability for the guidance, suggestions and/or advice provided to them during the formal relationship.

Director's Notice: By submitting your PMI Chicagoland Chapter Mentoring Agreement Application, you are agreeing to abide by the terms of this CORE PM MENTORING PROGRAM AGREEMENT FORM.