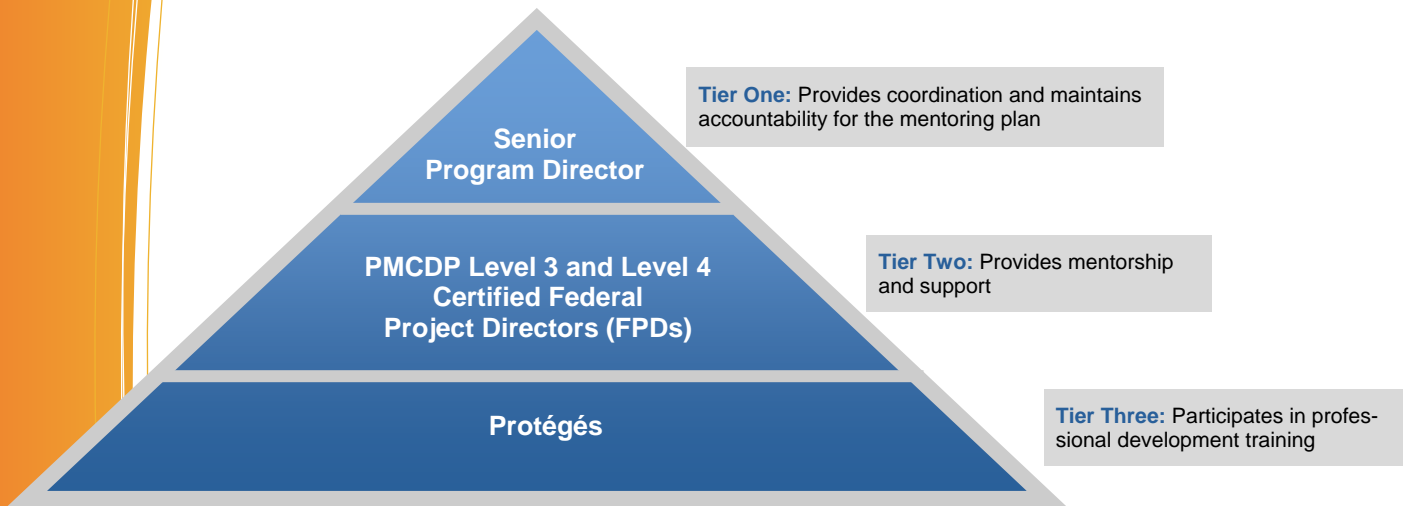


Mentoring Plan Overview

DOE O 361.1B, Acquisition Career Development Program, establishes requirements for formal training certification of Federal Project Directors (FPDs). This order requires FPDs have a path to obtaining the next level of FPD certification and competencies. Although mentoring at all levels is encouraged the PMCDP Certification Equivalency Guide (CEG) requires mentoring at level 3.

OECM/PMCDP has developed a three-tiered mentoring plan. Tier 1 will have a single position held by a senior member of the program office who will oversee the mentoring activities of PMCDP Level 3 or Level 4 Certified Federal Project Directors (FPDs). FPDs, who make up the second-tier of the mentoring plan, mentor the protégés (Level 1, 2 and 3 FPDs)* within their own program as assigned by their Program Office. The protégés comprise the base of the three-tiered mentoring plan.



** Level 4 FPDs can mentor Level 1, 2 and 3 FPDs. Level 3 FPDs can only mentor Level 1 and 2 FPDs.*

The mentoring plan contributes to the professional development of FPDs in the PMCDP FPD certification program. It provides an opportunity for Level 3 and 4 FPDs to earn up to 30 continuing education units (CEUs). Although an effective mentoring plan may continue over a 2 – 3 year period, PDUs can be earned in six month intervals. The program is jointly-driven by the mentor and his or her protégé, and overseen by the senior program director.



PMCDP Mentoring Plan Key Elements



The **senior program director** provides support to PMCDP mentors as needed. The Program Office is responsible for adjudicating credit for all mentoring participants. The senior program office is responsible for reporting this information semi-annually to the DOE PMCDP Program Office.

Each **mentor** is charged with supporting his/her protégé's professional development. Providing constructive feedback and advice will support protégés in achieving project success and growing as DOE FPDs. Each mentor will shape the mentoring experience based on the professional development needs

and goals as outlined in the protégé's Individual Development Plan (IDP).

Each **protégé** must play an active role in the mentoring process, asking questions, requesting feedback, and engaging his or her mentor in a meaningful dialogue. Each protégé is charged with seeking out opportunities for relevant professional development and incorporating these opportunities and advice in his or her IDP.

Mentor and protégé pairing will occur at the program site and be determined by the Program Office. The mentor and protégé will develop and sign a mentoring agreement (template provided).

The **mentoring agreement** is a two-page document that will support mentors and protégés in creating a productive and successful mentoring partnership. The agreement will help them outline:

1. Mentoring parameters,
2. development objectives and activities,
3. a meeting schedule, and
4. short and long-term goals.

A third detachable page will be attached to the agreement that the mentor and protégé will complete and submit to the senior program office when requesting CEUs. The agreement will provide the mentor and protégé with an opportunity to briefly outline accomplishments, hours mentored, lessons learned, and provide feedback to the program office.

Mentor and protégé **communication and interactions** will include face-to-face meetings, teleconferences, emails, site visits, and participation on project review committees. These interactions will occur at a minimum frequency of twice per month. PMCDP and/or other training courses will be recommended as necessary to meet the requirements for certification and continued professional development.

