

# PMI-Metrolina Military Mentor Program

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## Program Purpose

Establish a mentoring program to assist Active Duty Military, Veterans, Reservists, Guard in transition or with post transition from military to civilian life.

## Program Background

In order to align with PMI's Operation, Qualify for Hire program, PMI-Metrolina's Military Outreach needs to include a mentoring program. Additionally, the Military Outreach program has received numerous requests for mentorship covering a range of topics. Given the unique nature of military members from civilians, the chapter's Mentorship Program cannot be adopted.

## Program Value

The Military Mentor provides not only value to our chapter, but also aids the veteran in transition.

1. Increased certification of members and non-members, through mentorship.
2. Increased general membership for our chapter.
3. Provide networking and educational opportunities for local veterans, Guard/Reserve, and active duty personnel interested in transitioning into Project Management.

### Program Value to volunteers

- Provide networking and educational opportunities for local veterans, Guard/Reserve, and active duty personnel interested in transitioning into Project Management
- Assist local companies interested in supporting the successful transition of veterans
- Increase awareness of PMI and the chapter and contribute to community outreach
- Increase certifications of members, through training, education and mentorship
- Increase general membership in our local chapter

## Program Scope

Active Military  
Veterans\*  
Guard  
Reserve  
Retirees

\*Veterans that have been in Project Management as a civilian may be referred to the Chapter's Mentorship program dependent upon the mentoring requested.

Includes members and non-members.

Military Mentoring will include:

- Assistance with completing PMI certification applications
- Transition assistance (resume review, interview skills, networking)
- Sharing of resources and 3rd party connections as applicable

Military Mentoring will NOT include:

- Career advice for existing project managers (referred to Chapter program)
- Certification Preparation/training (referred to Chapter program)

## Program Structure

The Military Mentor program will be under the Military Liaison Director and include multiple volunteers. It may be that an existing Liaison also supports the Military Mentorship program.

### Military Mentor

PMI-Metrolina Military Mentor

**Position:** Military Mentor

**Position level:** Volunteer

**Reports to:** Director, Military Liaison

**Term:** 1 year

### Summary of duties of the Military Mentor:

- Ensure Mentor profile (based upon current criteria) is up-to-date
- Meet with assigned mentees as agreed upon
- Refer mentee to other Chapter, PMI, or 3<sup>rd</sup> party service as applicable
- Provide feedback to the Military Liaison Director on outcome of mentoring
- Provide feedback to the team on lessons learned or best practices
- Provide mentees with information on becoming members of PMI and the Chapter
- Assist mentees in identifying and/or attaining knowledge, skills, education, training and/or experience to qualify to sit for PMI certification.
- Provide mentorship through the mentees PMI application process and preparation for the certification exam.
- Provide advice, assistance and moral support in the following:
  - Resume writing
  - Interviewing
  - Hiring Awareness in the local area
  - Networking Opportunities

**Business Cards, Names Tags, and other items for the Military Mentors:** None

### **Time Commitment**

A 1-year term, renewable voluntarily with approval of the Military Liaison Director  
2-4 hours / month depending on number of Mentees

### **Qualifications**

Active, Retired, Guard/Reserve with honorable discharge from U.S. military  
Active member of PMI and Chapter in good standing  
Good organizational and written/verbal skills  
Marketing knowledge could be helpful  
Computer, Internet and email access essential  
Ability to work with others to achieve consensus  
PMP certification (not required but preferred)

### **Program Approach**

In support of the Program Scope previously listed, the approach will be:

- Define criteria for mentor/mentees to ensure alignment
  - Mentee needs, such as PMP Certification application form, or resume review/updates (transition). May need to include other criteria such as branch of service, enlisted/officer, military job, and/or years separated
- Create a pool of mentors with military background
  - Potential mentors complete the criteria list
  - Mentor pool delineated by primary mentor skill/criteria, such as Certification assistance or Resume review
- Communicate availability of Military Mentors
  - Chapter Newsletter
  - The Bugler
  - LinkedIn
  - Gr8t Project Management (Jay Hicks)
  - 3<sup>rd</sup> party partners (such as Patriots Path)

### **Program Funding**

None requested

### **Program Measurements**

Initial metrics could be based upon:

- Number/pct increase of military members
- Ratio of mentor/mentee
- Number of Mentors/Mentees Currently Engaged
- Number of New Mentees Requesting a Mentor