



Terms and Conditions

You have chosen to participate in PMElite's Mentoring Program. This document highlights the expectations PMElite, and your mentor, has from you and what you can expect from your Mentor and the Program.

Why be part of the PMElite Mentoring Program?

- Sharing and leveraging knowledge and experience within PM Elite community
- Personal growth that can help with your career and leadership development
- Expand your network of Project, Program, Portfolio and Product Management experts
- Discover your untapped potential
- Test new ideas and plans
- Opportunity to receive and give feedback on professional and personal development areas

Mentoring

The act or process in which a more experienced person is helping and giving advice to another person acting in the same field of interest. (adapted after English dict)

Mentor

An experienced and trusted advisor.

You are matched with a Mentor based on your prior stated goals and objectives from the application form and [Mentors availability enrolled in the program](#).

Mentee Responsibilities

- Own and drive the relationship - you are responsible for engaging your mentor
- Show initiative
- Take responsibility for your own development. Create a *development plan* and follow it closely by proactively engaging your mentor
- Identify challenges and goals you want to tackle with the help of your mentor
- Plan ahead and stay in touch with your mentor re-planning



- Provide monthly feedback on the mentor-mentee relationship (through the available form)

In addition the Mentee has to:

1. Be committed to participate for the entire duration of the mentoring cycle - see Timeline
2. Organize and attend each mentoring session with your Mentor. Frequency of the mentoring sessions is desired to be set to weekly. An average of 3 sessions each month are considered necessary to declare the mentoring process successful. Cancellation can be made, due to personal or work schedule, but only as an exception. A special case will be considered during the holiday months (e.g.: December, July, August)
3. Engage in knowledge sharing with the PMElite community by preparing and presenting one or two topics that you've learned / improved through the mentoring program.
4. Actively participate to PMElite's knowledge sharing events and presentations
5. Prepare for and be engaged during each mentoring session, making sure you bring items to the weekly discussions with your mentor (e.g. relevant PM topics, challenges met during projects, areas to improve, etc)
6. Understand that participation in the program can be re-evaluated based on involvement and engagement
7. Understand PMElite's GDPR policy in detail. Any unclarities shall be raised prior to the mentoring cycle's kickoff.

Mentor Responsibilities

Your mentor will:

1. Be available for the entire duration of the Mentoring Cycle - see Timeline
2. Dedicate at least 1 - 1½ hours per Mentoring session with each of his Mentees
Frequency of the mentoring sessions is considered weekly - demand driven by Mentee.
Mentoring sessions can be rescheduled so that they fit both Mentor and Mentee calendars. **It is expected to have an average of 3 mentoring sessions planned each month.**
3. Support his Mentees in preparing and presenting their knowledge sharing sessions for the PMElite community by:
 - a. Announcing the event topic to the PMElite community
 - b. Organizing the logistics (time and venue) of the event
 - c. Agreeing on the events schedule with the other Mentors to avoid scheduling conflicts
 - d. Reviewing and refining the topic presented by the Mentee prior to the event
 - e. Giving feedback to the Mentee on the outcome of the event and presentation

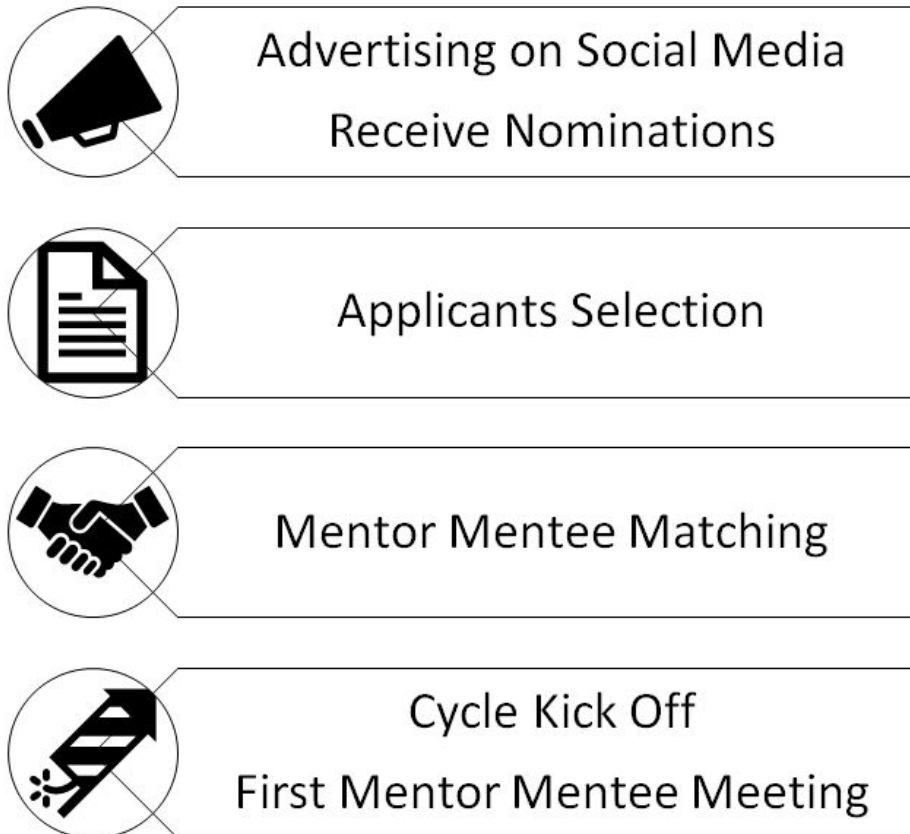


- Track and keep in focus the overall goals and objectives set with the Mentee at the beginning of the mentoring session. Each session will record the valuable non-confidential information that could be relevant to other PMElite community members, such as: books and articles recommendations, trainings, conferences, specific solutions to non-confidential issues raised, etc.

In addition the Mentor has to:

- Understand PMElite’s GDPR policy in detail. Any unclarities shall be raised prior to the mentoring cycle’s kickoff.

4th Mentoring Cycle Program Timeline



- (detailed calendar in the 4th cycle kick-off planning, below is a summary)
- December 2020
 - *Advertising on social media*
- January/February 2021
 - *Advertising on social media*



- Mentee applications via online form
- Applicants selection
- Mentor Mentee Matching (February 15th start)
- March 2021
 - First Mentor Mentee Meeting
- March - November 2021
 - Mentor - Mentee weekly sessions
 - May/July/September - regular checkpoints for program health
 - bi-monthly presentation (mentor/mentee pairs)
- November/December 2021
 - Formal cycle completion check - if complete
 - if complete - Official close-out of the 4th Mentoring Cycle (december 2021 or)
 - If incomplete - extend for max 3 months , then Official closure of the 4th Mentoring Cycle (march 2022)

GDPR Policy

As PMElite is not functioning as a formal body, embracing the level of formalism enforced by GDPR may not be suitable.

Thus, mentor and mentee alike, please understand that:

By joining PM Elite, I consent to the PM Elite using images of me caught in video recordings, and/or photographs, taken/recorded by PM Elite as part of the ongoing workshops and events. I consent to PM Elite using photographs and/or video recordings including images of me both internally and externally to promote PM Elite's activities. These images could be used in print and digital media formats including print publications, websites, e-marketing, posters, banners, advertising, film, social media, teaching and/or research purposes.

I understand that:

- The following data (referred simply as The DATA) will be used within PMElite's marketing activities. The DATA may be viewed throughout the world, some overseas countries may not provide the same level of protection to the rights of individuals as EU legislation provides.
 - Images of you
 - Video recordings of you
 - Your full name
 - Parts of your technical background meant to validate your position as a mentor or mentee within PM Elite's mentorship program
 - Reference to your LinkedIn profile, if available

4th Mentoring Cycle



- I can ask PM Elite at any time to stop using The DATA by simply sending an email to contact.pmelite@gmail.com requesting the removal of my DATA. As a result of your request, efforts will be taken to prevent The DATA from being used in the future