
MENTORING PROGRAM REGULATION

PMI ROMANIA CHAPTER



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1. Introduction

PMI Romania Chapter was incorporated in 2002 as the local chapter of Project Management Institute (PMI), the world's largest professional association dedicated to project management.

PMI is internationally recognized for its certifications and professional standards, including:

- Project Management Professional (PMP)
- Agile Certified Professional (PMI-ACP)
- Risk Management Professional (PMI-RMP)

The PMP certification, established in 1984, remains the global gold standard in project management certification. The PMI-ACP certification promotes agile and team-centric approaches based on Scrum, Lean, and Kanban methodologies.

To support the continuous development of the Romanian project management community, PMI Romania Chapter organizes a structured Mentoring Program focused on professional growth, knowledge sharing, and community engagement.

2. What Is the Mentoring Program?

The PMI Romania Chapter Mentoring Program is a professional development initiative designed to connect experienced project management professionals (mentors) with individuals seeking growth and guidance (mentees).

The program aims to:

- support professional and personal development;
- facilitate knowledge transfer and experience sharing;
- encourage networking and community collaboration;
- develop future leaders within the project management profession.

Definitions

Mentor

A mentor is an experienced professional who provides guidance, feedback, and practical insights to a less experienced participant over a defined period.

Mentee

A mentee is a participant seeking professional development, support, and career guidance through the mentoring relationship.

Program Scope

The mentoring relationship is focused on guidance, coaching, and experience sharing. Mentors are not expected to:

- solve the mentee's work-related tasks;
- deliver project work on behalf of the mentee;
- provide consulting services.

Instead, mentors support mentees in identifying possible approaches, solutions, and development opportunities.

3. Step-by-Step Mentoring Process

Step 1 - Program Launch

PMI Romania Chapter announces the opening of a new mentoring edition through official communication channels.

The announcement includes:

- program timeline;
- eligibility criteria;
- registration links;
- important program rules.

Step 2 - Registration

Participants must complete the dedicated registration forms.

Mentor Registration

Mentors register using:

Mentor Registration Form: [Link](#)

Mentee Registration

Mentees register using:

Mentee Registration Form: [Link](#)

The registration forms collect information such as:

- professional background;
- project management experience;
- areas of expertise or interest;
- mentoring objectives;
- availability;
- expectations from the program.

Important Notes

- Completing the registration form does not automatically guarantee participation in the program.
- Applications are reviewed by the Program Team.
- Final selection depends on profile compatibility and program capacity.
- Matching possibilities are directly influenced by the number and profile distribution of mentors and mentees registered for each edition.
- If a mentor or mentee is not matched after the Launch Event, they will be prioritized for the next edition.

All applicants will receive communication regarding the outcome of the selection process.

Step 3 - Matching Process

The Program Team performs the mentor–mentee matching process based on preferences submitted via MS Forms during the Launch Event.

PMI Romania Chapter facilitates the first introduction meeting between mentors and mentees.

Once the matching process is completed:

- each participant receives official pairing confirmation;
- mentor–mentee pairs receive guidance regarding next steps and program expectations.

Step 4 - Initial Alignment Meeting

During the first meeting, mentor and mentee should:

- introduce themselves professionally;
- discuss expectations from the mentoring relationship;
- define development objectives;
- agree on communication methods;
- establish meeting frequency and availability;
- decide the preferred meeting format:
 - online;
 - face-to-face;
 - hybrid.

This first meeting establishes the foundation of the mentoring relationship.

Step 5 - Mentoring Sessions

The mentoring cycle runs for approximately 5 months.

Minimum Requirements

- Minimum total mentoring duration: **10 hours**
- Recommended cadence: **2 hours per month**

During the mentoring sessions, participants may discuss:

- career development;
- leadership skills;
- project management practices;
- agile methodologies;
- stakeholder management;
- communication challenges;
- strategic thinking;
- professional growth opportunities.

Both mentor and mentee are expected to:

- attend meetings consistently;
- communicate proactively;
- respect agreed schedules;
- notify each other promptly (preferably 24 hours in advance) if rescheduling is required.

The schedule may be adjusted depending on the needs and dynamics of each mentoring pair.

Step 6 - Mid-Program Monitoring

PMI Romania Chapter organizes periodic follow-up activities to monitor the effectiveness of the program.

Monitoring Activities Include:

- feedback collection from mentors and mentees via either MS Forms or online meeting;
- number of sessions had;
- ad-hoc support meetings if required.

The objective of these activities is to:

- identify improvement opportunities;
- address potential challenges;
- support successful mentoring relationships.

Step 7 - Program Closure and Feedback

At the end of the mentoring cycle:

- participants complete feedback forms; optional : video / testimonials – based on participant's availability;
- mentoring pairs evaluate the collaboration experience;
- PMI Romania Chapter reviews lessons learned and improvement opportunities.

The conclusions collected from each edition are used to improve future mentoring programs.

4. Rules of the Mentoring Program

Code of Conduct

All participants must maintain a professional, respectful, and inclusive environment throughout the program.

Zero Tolerance for Discrimination

The program promotes inclusivity and does not tolerate discrimination, harassment, or inappropriate behavior of any kind.

Professionalism

Participants must adhere to ethical standards and maintain professional conduct in all interactions.

No Conflicts of Interest

Participants should avoid situations that could compromise the mentoring relationship or create conflicts of interest.

5. Expectations for Mentors

Mentors are expected to:

- act as role models;
- demonstrate professionalism and integrity;
- help mentees define realistic goals;
- provide constructive and actionable feedback;
- encourage independent thinking;
- remain accessible within agreed boundaries;
- respect professional and personal limits.

6. Expectations for Mentees

Mentees are expected to:

- take ownership of their development;
- come prepared to meetings;
- respect the mentor's time;
- remain open to feedback;
- communicate goals and challenges clearly;
- follow up on agreed action items;
- actively apply for learning opportunities.

7. Confidentiality

All mentoring discussions must remain confidential unless explicitly agreed otherwise by both parties and PMI Romania Chapter.

Participants are expected to:

- maintain trust and discretion;
- ensure respectful communication;
- protect any sensitive information shared during the program.

Interactions must always remain constructive, professional, and respectful.

8. Documentation

The mentor must sign a Volunteer Agreement, while the mentee must sign a Participation Agreement. Both parties must also sign a GDPR Agreement. All documents must be signed before the matching event starts. Failure to sign the required documents will result in withdrawal from the mentoring program.

Mentors and mentees are encouraged to maintain records of:

- meeting discussions;
- agreed action items;
- progress against objectives;
- development milestones.

9. Monitoring and Continuous Improvement

PMI Romania Chapter continuously evaluates the effectiveness of the Mentoring Program through:

- mid-program participant feedback via either MS Forms or online meeting;
- end-of-program evaluations;
- lessons learned reviews.

The collected insights are used to continuously improve future editions of the program and strengthen the mentoring experience for all participants.