

# Project Management Mentorship Progress Tracking

## Mentorship Information

- **Mentee Name:**
- **Mentor Name:**
- **Program Start Date:**
- **Development Track:** ☐ Define Stage | ☐ Develop Stage | ☐ Scale Stage
- **Current Quarter:**

## Quarterly Focus Areas

Based on initial assessment, we're focusing on developing these priority skills:

### 1. Priority Skill 1:

- **Current Level:** ☐ Novice | ☐ Developing | ☐ Proficient | ☐ Advanced | ☐ Expert
- **Target Level:** ☐ Novice | ☐ Developing | ☐ Proficient | ☐ Advanced | ☐ Expert

### 2. Priority Skill 2:

- **Current Level:** ☐ Novice | ☐ Developing | ☐ Proficient | ☐ Advanced | ☐ Expert
- **Target Level:** ☐ Novice | ☐ Developing | ☐ Proficient | ☐ Advanced | ☐ Expert

### 3. Priority Skill 3:

- **Current Level:** ☐ Novice | ☐ Developing | ☐ Proficient | ☐ Advanced | ☐ Expert
- **Target Level:** ☐ Novice | ☐ Developing | ☐ Proficient | ☐ Advanced | ☐ Expert

## Development Activities Tracker

### Month 1

#### Week 1-2

- **Planned Activities:**
  - ☐
  - ☐
  - ☐
- **Resources Provided:**
  - ☐
- **Completed Activities:**
  - ☐
- **Observed Progress:**

- 
- **Action Items:**
  -

#### Week 3-4

- **Planned Activities:**
  - []
  - []
  - []
- **Resources Provided:**
  -
- **Completed Activities:**
  -
- **Observed Progress:**
  -
- **Action Items:**
  -

#### Month 2

##### Week 5-6

- **Planned Activities:**
  - []
  - []
  - []
- **Resources Provided:**
  -
- **Completed Activities:**
  -
- **Observed Progress:**
  -
- **Action Items:**
  -

##### Week 7-8

- **Planned Activities:**

- []
- []
- []
- **Resources Provided:**
  -
- **Completed Activities:**
  -
- **Observed Progress:**
  -
- **Action Items:**
  -

## Month 3

### Week 9-10

- **Planned Activities:**
  - []
  - []
  - []
- **Resources Provided:**
  -
- **Completed Activities:**
  -
- **Observed Progress:**
  -
- **Action Items:**
  -

### Week 11-12

- **Planned Activities:**
  - []
  - []
  - []
- **Resources Provided:**
  -

- **Completed Activities:**

- 

- **Observed Progress:**

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- **Action Items:**

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## **Practical Applications**

### **Project-Based Learning**

- **Current Project(s):**

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- **Skills Being Applied:**

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- **Challenges Encountered:**

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- **Solutions Implemented:**

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- **Outcomes/Results:**

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### **Real-World Scenarios Practiced**

#### **1. Scenario:**

- **Skills Practiced:**
- **Mentee Approach:**
- **Feedback Provided:**
- **Improvement Areas:**

#### **2. Scenario:**

- **Skills Practiced:**
- **Mentee Approach:**
- **Feedback Provided:**
- **Improvement Areas:**



## **Achievements & Milestones**

### **Completed Learning**

- ☐ Course/Training:
- ☐ Certification:
- ☐ Workshop:
- ☐ Book/Resource:

## Skills Demonstrated

- **Skill:**
  - **Context:**
  - **Performance:**
- **Skill:**
  - **Context:**
  - **Performance:**

## Projects Completed

- **Project:**
  - **Role:**
  - **Key Contributions:**
  - **Skills Applied:**
  - **Feedback Received:**

## Quarterly Assessment

### Progress Summary

- **Priority Skill 1:**
  - **Starting Level:**
  - **Current Level:**
  - **Evidence of Growth:**
- **Priority Skill 2:**
  - **Starting Level:**
  - **Current Level:**
  - **Evidence of Growth:**
- **Priority Skill 3:**
  - **Starting Level:**
  - **Current Level:**
  - **Evidence of Growth:**

## Goals for Next Quarter

- 1.
- 2.
- 3.

### Adjustments to Development Plan

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### Feedback Exchange

#### Mentee Feedback on Program

- **Most Valuable Aspects:**
  -
- **Suggestions for Improvement:**
  -
- **Additional Support Needed:**
  -

#### Mentor Feedback for Mentee

- **Strengths Demonstrated:**
  -
- **Growth Opportunities:**
  -
- **Recommendations:**
  -

### Next Steps

#### Focus for Coming Quarter

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#### Specific Development Activities

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**Resources to Explore**

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