

PROGRAM IMPLEMENTATION TIMELINE

Each mentoring initiative is unique. However, there are a series of milestones and activities that we have identified over the years that are essential to developing a successful mentoring initiative. If you have additional questions about planning your mentorship initiative, please contact us at info@gradsoflife.org.

Planning (Months 1 and 2)

Task	Description	Timeline notes
Pre-Initiative Development	Review resources on Mentoring.org, particularly the Elements of Effective Practice for Mentoring™ toolkits.	
Define Mentoring Initiative	<p>Assign/hire program coordinator and program management team.</p> <p>Determine the purpose, type of opportunity youth needs, goals, mentoring model, structure of the initiative, partner and outcomes required.</p> <p>Consider outreaching to a mentoring partner in MENTOR's network (Mentoring.org) or our Partner Directory for support and consultation.</p> <p>Define communications and marketing plan.</p> <p>Develop resourcing plan.</p> <p>Pitch to and secure senior management for sponsorship and resourcing.</p>	

Recruitment (Months 3 and 4)

Task	Description	Timeline notes
Mentor Recruitment and Selection	<p>Develop criteria for mentor selection.</p> <p>Develop marketing materials and</p>	Can start prior to month 3.



Recruitment (Months 3 and 4) - cont'd

Task	Description	Timeline notes
	<p>application forms for mentors. (Your partner organization may already have an application form and process.)</p> <p>Disseminate marketing communications materials to targeted audience (i.e., prospective mentors).</p> <p>Hold information event for prospective mentors and disseminate application forms.</p> <p>Determine if prospective mentors meet criteria.</p> <p>Select only those prospective mentors who fit the established criteria to move on to orientation and training.</p>	
Mentee Recruitment and Selection	<p>Develop criteria and application, permission forms, etc., for mentee selection. (Your partner may already have mentee selection criteria and an application form and process.)</p> <p>Hold informational event for prospective mentees and disseminate application and permission forms, etc.</p> <p>Select only those who fit the establish criteria.</p>	

Screening (Month 5)

Task	Description	Timeline notes
Mentor Screening	<p>Screen prospective mentors to determine whether they have the time, commitment and personal qualities to be an effective mentor.</p> <p>Conduct at least one face-to-face interview with mentor, as well as a reference check and background check.</p>	
Mentee Screening	<p>Work with your partner organization to screen prospective mentees on their interests and time commitment understanding.</p>	



Orientation and Training (Months 6 and 7)

Task	Description	Timeline notes
Pre-Orientation and Training	Identify and select trainers.	Can start before months 6 & 7.
	Conduct project team training.	
Mentor Orientation and Training	Orient potential mentors to the initiative and provide necessary training. Potential mentors should have completed an application form and consented to a background check in advance of the orientation.	

Matching (Month 8)

Task	Description	Timeline notes
Pre-Matching	Develop criteria for matching.	Prior to orientation.
	Match students mentees and mentors on the basics of information from application (gender, interests, career interest, skills).	
Kickoff	Formal launch of the initiative that allows for the first mentor/mentee meeting and “getting to know you” activities.	Varies according to initiative.
Mentor/Mentee Activities	Arrange for group activities on a regular basis.	Could be held monthly, but should be held at least quarterly.
	Assist mentors/mentees with activity ideas.	Regularly.



Ongoing Monitoring and Support

Task	Description	Timeline notes
Feedback from Mentors and Mentees	Determine a mechanism for getting regular feedback from the mentors and mentees.	Prior to mentor training.
Additional Mentor Training and Support Sessions	Conduct regular mentor support meetings.	Varies according to program.
	Monitor mentor/mentee relationships.	Monthly.

Evaluation

Task	Description	Timeline notes
Reviewing Results	Determine what outcomes to measure and evaluate.	During planning phase.
	Informally collect data on participants and mentors, related to your outcomes, to see what's working and not working, allowing for course correction.	Monthly.
	Measure outcomes and conduct evaluation via surveys or other methods (your partner organization may have established processes or requirements on how to conduct the surveys, etc.).	Annually.
	Review program initiative progress and refine as needed.	
	Reflect on and disseminate findings.	

Note: This is a recommended timeline — actual steps and times may vary by program initiative. Courtesy of an adapted from The Maryland Mentoring Partnership, *Vision to Reality: Mentoring Program Development Guide*, and Mentoring Partnership of Long Island, *The ABCs of Mentoring*.