

CMMI Mentorship Program Guidelines

Updated for automatic matching, match notifications, and participant-led mentoring relationships

Purpose

These guidelines help mentors and mentees understand what to do once CMMI Institute automatically matches them and sends the match notification. The relationship is intended to be collaborative, professional, and focused on meaningful growth within the CMMI community.

How the Updated Process Works

1. Participants complete the CMMI Mentorship Program application and provide information about their background, experience, interests, and professional goals.
2. CMMI Institute uses the information provided to automatically match mentors and mentees based on compatibility and program criteria.
3. Once a match is finalized, both participants receive an automated email with available contact information and professional details for their matched mentor or mentee.
4. The mentor is encouraged to reach out within the next few days to introduce themselves and schedule an initial conversation.
5. After the initial conversation, the mentor and mentee should align on goals, meeting cadence, expectations, and preferred ways of working together.

Mentorship Framework: Connect, Align, Grow

CONNECT	ALIGN	GROW
Review the match email, introduce yourselves, and schedule the first conversation.	Discuss goals, expectations, meeting cadence, communication preferences, goals, share knowledge, and adjust and areas of focus.	Continue regular conversations, revisit topics as needs evolve.

Guidance for Mentors

- Review the match notification and the mentee details provided before reaching out.
- Reach out within the next few days to introduce yourself and propose an initial conversation.
- Use the first meeting to share your background, learn about the mentee, and understand what they hope to gain from the program.
- Discuss expectations, confidentiality, meeting frequency, preferred communication methods, and goals for the mentoring relationship.
- Support the mentee by sharing perspective, asking thoughtful questions, offering practical guidance, and helping them identify next steps.
- Encourage accountability by revisiting goals and agreed-upon action items during future meetings.

Guidance for Mentees

- Review the match notification and the mentor details provided so you are prepared for the introduction.
- Expect your mentor to reach out to schedule the first conversation. If you do not hear from your mentor after several days, you may initiate contact directly using the details provided in the match notification.
- Come prepared to introduce yourself, share your background and experience, and explain what you hope to gain from the program.
- Be ready to discuss your goals, professional interests, development areas, preferred communication style, and ideal meeting cadence.
- Take an active role in the relationship by preparing discussion topics, following through on agreed action items, and providing updates on progress.

Suggested First Meeting Agenda

Topic	Discussion Prompts
Introductions	Share roles, experience, areas of expertise, and current connection to the CMMI community.
Goals	Discuss what the mentee hopes to learn or accomplish and where the mentor may be able to provide guidance.
Expectations	Agree on communication preferences, confidentiality, meeting cadence, and how both participants will prepare for meetings.
Focus Areas	Identify priority topics, including appraisal experience, certification pathways, instruction, high maturity, community engagement, or professional growth.
Next Steps	Schedule the next meeting and identify any actions, resources, or questions to address before then.

Ongoing Mentorship Best Practices

- Keep the relationship participant-driven and flexible. The mentor and mentee should determine what works best based on goals and availability.
- Use goals and discussion topics to guide the relationship, but adjust as the mentee's needs evolve.
- Document key goals, action items, resources, and follow-up topics when helpful.
- Maintain professionalism, respect, and confidentiality throughout the mentoring relationship.
- If the match does not feel aligned, or if support is needed, contact the CMMI Partner Team for guidance.

Optional Mentoring Focus Areas

Use these as conversation paths, not rigid tracks.

Mentors and mentees may focus on one area or combine several based on interests, experience, and goals.

Focus Area	Example Topics
Getting Started in CMMI	Understanding the CMMI ecosystem, certification pathways, and engagement opportunities.
ATM and Appraisal Experience	Preparing for appraisal team participation, building practical experience, and understanding appraisal expectations.
Lead Appraiser / High Maturity Development	Exploring long-term appraisals, high maturity concepts, and readiness for advanced roles.
Instructor Development	Discussing training delivery, facilitation, learner engagement, and instructional readiness.
Professional Growth and Community Leadership	Building networks, strengthening visibility, and contributing to the broader CMMI community.
Emerging and Advanced Learning	Exploring topics such as AIM, AAIM, BAIM, advanced credentials, and future growth opportunities.

Group Mentoring Opportunities

In addition to one-on-one mentoring, CMMI Institute may offer group mentoring options where participants with similar interests can learn together, share experiences, and build broader professional connections.

Questions or Support

Need help?

If you have questions, need support, or would like guidance during your mentoring relationship, please contact the CMMI Partner Team at partnerteam@cmmiinstitute.com.