DEVELPMNT
Fostering the Next Generation of Project Managers

Mentor Info Session
8 February 2023
DEVELPMNT = Developing Project Management Trainees
Leadership Structure

PM Advisor(s)

PMCoP
Mentorship
Committee

DEVELPMNT

Training Program
Managers
(Graduate Students)

Built in internship
Current DEVELOPMENT Leadership

**Delisa Clay, PhD**
PM Mentor
Medical Affairs Operations Project Manager
Horizon Therapeutics

**Becca Moreci, PhD**
PM Mentor
Team Science Project Leader
Duke CTSI, Accelerator Core

**Bonnie Chen**
Training Program Manager
PhD Candidate
Pharmacology and Cancer Biology

**Madeline Hemmingsen**
Training Program Manager
PhD Candidate
Genetics and Genomics
DEVELPMNT offers participants training in project management

- **Purpose:**
  - Introduce trainees to project management as a career and transferable skill set

- **Target group:**
  - Graduate students, postdocs, early career professionals
Goals for a project management training group

• Formal, multi-session workshops to learn about PM basics
• Info on PM as a career, job preparation, etc.
• Access to the PMCoP network and other networking opportunities
• Internship opportunities upon completion of program
DEVELPMNT Program Outline

• 6-Session Workshop Series
  • Sessions 1-3: Project Management for Beginners
    • Review of PMI e-Learning course with Q&A session
    • Case studies in small groups

• Session 4: Career Development
  • Joint session with Duke Career Services

• Session 5: Diversity, Equity, and Inclusion in the Realm of Project Management
  • Joint session with Better Questions Consulting
  • Topics include power dynamics, conflict resolution

• Session 6: Career Panel
  • Current project managers discuss career experience, trajectories, skills sets (networking opportunity)
DEVELPMNT Program Outline

• Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>February 9, 2023</td>
</tr>
<tr>
<td>Session 2</td>
<td>February 23, 2023</td>
</tr>
<tr>
<td>Session 3</td>
<td>March 9, 2023</td>
</tr>
<tr>
<td>Session 4</td>
<td>March 23, 2023</td>
</tr>
<tr>
<td>Session 5</td>
<td>April 6, 2023</td>
</tr>
<tr>
<td>Session 6</td>
<td>April 20, 2023</td>
</tr>
</tbody>
</table>

• Internship/Shadowing Pool
  • Upon completion of the program (April 2023), participants have the option to enter into internship pool
2023 Cohort Demographics

Job Status
- Master’s Student (19) 63.33%
- PhD Candidate (6) 20%
- Postdoctoral Fellow (2) 6.67%
- Staff (3) 10%

Fields of Interest
- Clinical/Translational (12) 40%
- Technology (11) 36.67%
- Regulatory Affairs (5) 16.67%
- Marketing (1) 3.33%
- Other (1) 3.33%

Departments/Programs
- Pratt School of Engineering
- Biomedical Engineering
- Biostatistics and Bioinformatics
- Fuqua School of Business
- Engineering Management
- Science and Society
- Economics
- Civil and Environmental Engineering
- Nicolas School for the Environment
- Global Health Institute
- Biology
- Neurobiology
- Pharmacology and Cancer Biology
- Molecular Genetics and Microbiology
- Neurosurgery
- Clinical Labs
- Duke Cancer Institute
- Economics
Mentoring Opportunities

● Serve as a project management contact for participants. Aid in informational interviews, resume reviews, etc.

● Host a mentee for a formal, unpaid internship position

● Both!
How do mentees benefit?

• Hands-on experience with project management
• Exposure to PM jargon and project management skills
• Hone soft skills
• Understanding of PM as a career (responsibilities, trajectories, etc.)
• Project to speak to during job interviews → competitive applicants
• Broaden their professional network
• All internship duties can be performed virtually
How do mentors benefit?

• Mentorship = personal and professional growth
• Broaden your professional network
• Earn PDU credits
• Additional help with project(s) from enthusiastic trainees, providing a fresh set of skills and perspective to your work environment
• Mentees will have a baseline knowledge in PM
• Potential to find future new and talented employees
• All mentoring and internship duties can be performed virtually
• Flexibility in assigning a project and timeline based on your needs with the potential to extend the internship to include multiple projects
Examples of Intern Activities

• Mini projects: build a project website, develop community engagement materials (pamphlets, etc.)

• Develop/manage project charter and timeline

• Take meeting minutes, organize stakeholder communications

• Any activity that provides hands-on experience for PM work (software, PM tools, jargon, soft skills)
Internship Outline

• DEVEPLMNT Leadership will be collecting mentor volunteers from February 2023-April 2023

• Suggested internship timeframe: May/June 2023-August 2023

• Internship/shadowing info will be distributed to eligible trainees at the end of the program

• Trainee bios will also be circulated to mentor volunteers

• Trainees will be responsible for contacting prospective mentors to arrange an interview
Mentor/Mentee Expectations and Goals

• Formally discuss and write a Mentoring Compact agreement at the start of the internship tenure.

• Agree upon timeframe, both total internship length and weekly time commitment of both mentor and mentee. Suggested timeframe is May-September.

• Determine an appropriate internship project that can be completed within an agreed-upon timeframe.

• Establish a regular interval to meet and track project progress until completion.

• Maintain a respectful and professional learning environment free of harassment and discrimination.

• Mentors and mentees should be actively engaged with one another and be committed to completion of the internship project.
How do I sign up?

• Qualtrics Survey (link in chat)
  • Basic contact information: Full name, current title, etc.
  • Optional: Relevant project management certifications/service
  • Brief professional bio (~200 words)
  • Description of intern position and potential projects (If available)
  • Required time commitment and general availability (If applicable)
    • Time commitments can range from 1-2 hours per month to 10 hours/week, etc.
    • If the intern duties require attendance at any recurring meetings, please include that information as well.
  • Preferred method of contact (phone, email, hours, etc.)
Important Considerations

• Unpaid internship positions
• Confidential or sensitive information
  • CDA template
• Mentors are NOT required to have a PMP or have a formal title of PM to host an intern
Why support DEVELOPMNT?

- Limited opportunities available for formal project management (PM) training at Duke for postdocs, graduate students, early career professionals, etc.
- Hands-on experience is crucial for career development and transitions
- PM is a widely applicable skill set to current and future positions
Questions?
Interested in mentoring?
Email us at develpmnt@duke.edu!