|  |  |
| --- | --- |
| Start |  |
| Due | TEMPLATE |
| Budget/Cost |  |
| Who |  |
| Stakeholders |  |
| Dependencies |  |
| Risks |  |

PROGRAM DESIGN

* What is the need for a mentorship program in your organization?
* What is the scope of the program? (Are you looking for a full long-term matching design or creating one-time mentorship experiences? If so, review the mentor/mentee application templates for guidance.)
* How does this program fit within your mission, vision, and strategic goals?
* Who is the main audience for this program? Mentor, mentee or both?

DIVERSITY AND INCLUSION CONSIDERATIONS

* How do you create a program that is inclusive for members of underrepresented populations (i.e. racial and sexual minorities, disabilities etc.)?
* Will the program include cross-cultural and/or cross-gender mentoring?

ANALYSIS OF COST/STAFFING AND IMPACT

* What are the parameters, risks, and dependencies associated with this program?
* What type of time/capacity will be needed to operate this program?
* What is the projected cost to develop this type of programming?
* How will you know if the program is making an impact? How are you defining impact/success?

PROJECT AND GOAL

**IMPLEMENTATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example of RACIS matrix** | **Jack** | **Jill** | **Jane** | **Joe** | **John** |
| Phase 1 Research/Need Assessment/Design | **R** | **S** | **C** | **I** | **A** |
| Phase 2 Program Implementation | **R** | **S** | **C** | **I** | **A** |
| Phase 3 Evaluation | **S** | **S** | **R** | **A** | **I** |

A RACIS matrix is a table used to show roles and responsibilities in a process. The acronym RACIS stands for:

TEMPLATE

**R** ­­­‑ *Responsible for the step*

**A** ­­­‑ *Accountable for the step*

**C** ­­­‑ *Consulted with before the step*

**I** ­­­‑ *Informed when the step is completed*

**S** ­­­‑ *Support helps Responsible complete the step*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RACIS matrix** | | | | | | |
| **Phase** | **Description**  Add names and  assign RACIS roles |  |  |  |  |  |
| **1** | Research/Need Assessment/Design |  |  |  |  |  |
| **2** | Program Implementation |  |  |  |  |  |
| **3** | Evaluation |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase 1 Research/Need Assessment/Design** | | | | | |
| **COMPLETED** | **TASK** | **PERSON** | **START** | **DUE** | **NOTES** |
|  | Research other similar programs |  |  |  |  |
|  | Survey member needs |  |  |  |  |
|  | Stakeholder Feedback |  |  |  |  |
|  | Develop Marketing/Branding Campaign |  |  |  |  |
|  | Design Evaluation Plan |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase 2 Program Implementation** | | | | | |
| **COMPLETED** | **TASK** | **PERSON** | **START** | **DUE** | **NOTES** |
|  | Create Volunteer Descriptions |  |  |  |  |
|  | Design Website |  |  |  |  |
|  | Recruit Mentors |  |  |  |  |
|  | Recruit Mentees |  |  |  |  |
|  | Hold Orientation |  |  |  |  |
|  | Workshop |  |  |  |  |
|  | CLE |  |  |  |  |
|  | Networking Event |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase 3 Evaluation** | | | | | |
| **COMPLETED** | **TASK** | **PERSON** | **START** | **DUE** | **NOTES** |
|  | Create Survey |  |  |  |  |
|  | Administer Survey |  |  |  |  |
|  | Data Analysis |  |  |  |  |
|  | Report out |  |  |  |  |