



EPAC Career Development Subcommittee Project Charter



Project Title

Mentoring Program

Project Team

LCDR Omobogie Amadasu (Project Lead)

CDR Sean Bush (Current Mentor-Pairing Coordinator relieved of duty 3/1/2021)

CDR Nik Thakur (Future Mentor- Pairing Coordinator)

CDR Josh Sims (Database)

LCDR Jacob Dyer (Database)

LCDR Abbas Bandukwala (Database)

LCDR Monica Murie (Database)

Project Purpose

The purpose of this project is to administer the Category wide mentoring program. Provide access, guidance, matchmaking, networking, and tools for all engineers in search of a mentor. Establish a database to track mentor mentee pairs, status, meetings, and also automate features to facilitate the mentoring program.

Project Stakeholders

EPAC – Allows voting members and volunteers to actively participate with all ranks of the Engineer Category. Gives the opportunity to grow team building skills.

Officer Mentors – Provides officers the opportunity to develop interpersonal, teaching, coaching, and active listening skills while passing institutional knowledge on to their mentees.

Officer Mentees – Provides officers the opportunity to learn from officers who have more experience, develop networking skills, provide inflection, and overall career development.

Engineer Category – The whole category benefits from flow of ideas from the older/more experienced generation to the younger officers. Boosts morale and insures the practices and principles of the Engineer Category remain intact.

Project Schedule/Milestones

MAY2021 – Lower quartile guidance: A one page paper providing guidance to officers in the lowest 25% of promotion results

MAY2021 – establish Microsoft Access database to manage all the data produced from the EPAC mentoring program, with the ability to have forms template and automatic emails generated

JUN2021 – establish mentoring templates (i.e. IAP/IDP) on CDS website

JUL2021 – Midyear check in with all mentor-mentee pairs to for feedback and program improvement

Project Deliverables

- Complete matchmaking requests to the EPAC mentoring Gmail inbox (epac.mentoring@gmail.com)
- Produce a one-page guidance for officers in the lower quartile of a temporary promotion
- Host a virtual mentoring event



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- Finalize and use Microsoft Access database software for data management
- Complete mid-year reviews
- Update webpage with information/templates

Team Communication

Quarterly conference calls.

- May 2021
- August 2021
- November 2021

Assumptions/Constraints

- Constraint: Mentoring event may overlap with the Counsel of Captains objectives
- Constraint: The program covers USPHS engineer to USPHS engineer pairings. Non-engineering mentoring pairings are encouraged but will not be tracked by EPAC Mentoring.
- Constraint: the lack of a shared location to store the database. Because we are missing this shared file storage system or cloud system, the database will have limited access.
- Assumption: Webpage updates will flow through CDS leadership and be approved during CDS monthly calls
- Assumption: CDS Leadership will review and sign Certificates of Participation for mentoring program participation and distribute to participants no later than the first week of December.
- Assumption: Mentees will be paired with Mentor within 30 days of submitting a completed questionnaire

Approval

Project Lead, LCDR Omobogie Amadasu

CDS Leadership