

Program Communication Timeline

Task	Type	Date and Time	Time Commitment
Kick off Week Email	Communication		
Mentee Orientation	Event		
Mentor Orientation	Event		
Mentorship Grouping Email(s)	Communication		
Kickoff Mixer (in person)	Event		
Monthly Email 1	Communication		
Monthly Mentorship Meetings	Event		
Monthly Email 2	Communication		
Monthly Mentorship Meetings	Event		
Mentee Development Email 1	Communication		
Mentee Development Discussion	Event		
Mentor Development Email 1	Communication		
Mentor Development Discussion	Event		
End of Week Update Email	Communication		
Monthly Mentorship Meetings	Event		
Monthly Email 3	Communication		
Midpoint Check-In (in person)	Event		
Monthly Email 4	Communication		
Mentee Development Email 2	Communication		
Mentee Development Discussion	Event		
Mentor Development Email 2	Communication		
Mentor Development Discussion	Event		
Monthly Email 5 – Final Forecast	Communication		
End of Year Celebration (in person)	Event		
Thanks for Attending the Celebration	Communication		

Key: Mentee = Teal | Mentor = Purple | Both = Green | Communication = Orange