

DoD SkillBridge-approved Intern Provider

# **Vets2PM On-the-Job-Training-and-Mentoring ("OJTM") Program Guide**

September 2020



Vets2PM, LLC.

134 5<sup>th</sup> Avenue #206 Indialantic, FL 32903

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Purpose: This program guide outlines the in-processing, training, certification, internship, and off-boarding required to achieve program completion. It prescribes the course content, training and work schedules, instructions, and the approximate time required to successfully complete all OJTM program requirements. Forward suggestions for course improvement to the HQ Administrator email, [administrator@vets2pm.com](mailto:administrator@vets2pm.com).

**SKILLBRIDGE PROGRAM MANAGER:**

ERIC A. WRIGHT, PhD

Vets2PM Founder & CEO

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## Summary of Changes

- None.



# Chapter 1

## Course Description

1. **Course Title** — Vets2PM OJTM (On-the-Job-Training-and-Mentoring) Project Manager Internship Program
2. **Course Identifier** — OJTM001 (PM)
3. **Course Objective** — Upon completion of Vets2PM's OJTM Project Manager Internship Program, our interns present to corporate America with a portfolio of real-world experience planning and delivering predictive, agile, and hybrid projects, and achieving the related credentials that validate this experience in the forms of the Project Management Institute's Project Management Professional (“PMP”) certification and the Certified Scrum Master (“CSM”) certification.
4. **Location** — Sand Dollar Office Suites, 134 5<sup>th</sup> Ave., Ste. 206, Indialantic, FL 32903
5. **Course Duration** — Course is designed to be 49 full training days, but can extend up to 180 days.

**Note:** Exact training duration is affected by multiple circumstances and intern’s availability. We understand issues will arise but in no circumstance should this program extend beyond 180 calendar days.

6. **Course Entry Prerequisites**

a.	A four-year degree and
b.	36 months leading projects identified by a completed Application Translator
Or	
a.	A high school diploma or an associate’s degree (or global equivalent) and
b.	60 months leading projects identified by a completed Application Translator
	If you do not meet the above you might be able to get a waiver if:
g.	A high school diploma or an associate’s degree (or global equivalent)

7. **Status Upon Completion** — Interns will be issued a certificate of program completion denoting they have received both Agile and Predictive project management training as well as On-The-Job-Mentorship (OJTM).

**Note:** Only interns that qualify and complete the program will be eligible for the training portion and certificate of completion. This does not preclude them from participating in the mentorship aspects of the program.

**8. Training Summary** — The Vets2PM - OJTM (On-the-Job-and-Mentoring) Project Manager Internship Program for the DoD SkillBridge intern (and global consumers) places heavy emphasis on a combination of project management (PM) fundamentals (PMF), agile PM (APM), and predictive/traditional PM (TPM) to include briefings, demonstrations, videos and discussion/mentorship sessions and hands on performance of assigned duties.

**Note:** Communication skills and general management principles are emphasized throughout the course.

a. Vets2PM - OJTM (On-the-Job-and-Mentoring) Project Manager Internship (PMOJTM001) - **Day**

**Schedule**

<i>Emphasis Area</i>		<i>Days</i>	<i>Program Contact Hours</i>
a.	Academic Training	9	68
b.	OJT & Mentorship	23	92
c.	Testing	3	12
d.	In and Out Processing	1	8
<i>Totals</i>		<i>36</i>	<i>180</i>

**Notes:** Assumption is the intern joins the day scheduled five 8-hour day PMP Bootcamp.

b. Vets2PM - OJTM (On-the-Job-and-Mentoring) Project Manager Internship (PMOJTM001) - **Night**

**Schedule**

<i>Emphasis Area</i>		<i>Days</i>	<i>Program Contact Hours</i>
a.	Academic Training	13	68
b.	OJT & Mentorship	23	92
c.	Testing	3	12
d.	In and Out Processing	1	8
<i>Totals</i>		<i>40</i>	<i>180</i>

**Notes:** Assumption is the intern joins the night scheduled three-week 4-hour day PMP Bootcamp.

## Chapter 2

# Program Administration

### Section A — Program Management

- 1. Program Overview** — This program is dedicated to ensuring a successful transition for service members entering the project management workforce.
- 2. Program Waiver** — If applicants do not meet the prerequisites of the program, a waiver may be approved by the program manager.
- 3. Program Deviation** — We understand there will be deviations from the prescribed program; thus, this program guide should not be enforced without individualized consideration. This guide is to standardize information dissemination and program administration. In all cases these deviations will be documented and approved by the Program Manager or designated representative.
- 4. Omitted Training** — If interns join the program with pre-existing certifications, knowledge, or experience portions of the program may be omitted. In all cases these omissions will be documented and approved by the Program Manager or designated representative.
- 5. Incomplete Training** — Interns that fail to complete training or mentorship will either be recycled to a different cohort or be removed from the program.

### Section B — Intern Management

- 1. Behavior Standards** — We expect professional behavior from all selected interns. We also evaluate behavior from our Values:
  - **Integrity** (our communications and interactions with others are always truthful, transparent, and clear)
  - **Commitment** (we always keep our commitments to our clients, customers, teammates, processes and systems, and company image and culture)
  - **Excellence** (we constantly demonstrate responsibility, accountability, and ownership for all timely, accurate work products we produce) (standards)
- 2. Intern Scheduling** — At Vets2PM we will do our very best to inform the intern of their scheduled events but we also expect professional and proactive behavior from the intern; meaning, they should ask about expectations and confirm training, mentoring, testing, and study times regularly.
- 3. Intern Records** — We utilize a digital customer relations management software to ensure accurate, safe, and archived records on all interns.
- 4. Intern Eliminations** — Interns may be eliminated at the recommendation of Vets2PM Staff, Mentors, and vendors. Each recommendation will be reviewed and evaluated by the Program Manager and they will have the final say for program removal.
- 5. Break-in-Training** — A significant break-in-training may require the intern to retake or re-accomplish various portions of the program but is at the discretion of the Program Manager.
- 6. Fair/Unsatisfactory Performance** — We expect excellent performance from all interns but realize there might be cognitive, behavioral, or career mis-match potential ; thus, all performance will be graded below/at/above expectations with corresponding notes on at least a weekly or event basis.

## Chapter 3

### General Instructions

#### Section A — Lesson Prerequisites and Flow

While lessons will normally be taught in sequence, it may be necessary to deviate from this flow due to availability or unforeseen circumstances. In those cases, schedulers may adjust the Program flow if lessons remain in the same testing units/blocks/phases, and appropriate prerequisite academic lessons are taught prior to the lessons that they affect.

The Program flow sequence may be modified at the discretion of the Program Manager to maximize training efficiency due to proficiency, optimal timing, or opportunity.

PMF - Project Management Fundamentals	PMP - Project Management Professional
CSM - Certified Scrum Master	PJ - Project
MTR - Mentor	HYB - Hybrid (Agile + Predictive)
INT - Introduction, Orientation, In-processing	PRD - Predictive or Traditional Project Management
OTR - Out-processing, Wrap-Up	PM - Project Management
AMT - Identifies time between 0800-1200	AGL - Agile Project Management
PMT- Identifies time between 1201-1800	STY - Study Time Allotted for Exam
CERT - Certificate Awarded Upon Test Pass	BC - BootCamp (Course of Instruction)
FDBK - Feedback Session	SRVY - Survey Administered
BRF - Briefing	PGMGD - Program Guide
BRK - Break (Lunch, Dinner, etc.)	TST - Certification exam or test

Lesson	Prerequisite	Lesson Activity	Duration
		<b>Day 1</b>	
INT01	N/A	In-process and program onboarding	2.0
BRF01	INT01	Watch program overview video, sign acknowledgement PGMGD	1.0
MNTR01	BRF01	Mentor assignment and session	1.0
PMF01	BRF01	PMF Video Series Start	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 2</b>	
PMF02	PMF01	PMF Video Series Completed	2.0
PMFSRVY	PMF02	Survey of PMF Course	1.0
PMFCERT	PMF02	Certificate of Completion for PMF	1.0
FDBK01	PMFSRVY	Feedback session covering PMF and Onboarding Process	3.0
MTR02	MTR01	Discuss the importance of agile principles and CSM	1.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 3</b>	
CSM01	FDBK01	Scrum Master Course	8.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 4</b>	



CSM02	CSM01	Scrum Master Course	8.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 5</b>	
CSMSTY	CMS02	Student Scrum Master Self-Study	4.0
CSMTST	CMS02	Scrum Master Test/Examination	3.0
CSMFSRVY	CSMTST	Scrum Master Survey	1.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 6</b>	
MTR02	MTR01	Mentor on Agile Principles AM	4.0
MTR03	MTR01	Mentor on Agile Principles PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 7</b>	
MTR03	MTR01	Mentor on Agile Principles AM	4.0
MTR04	MTR01	Mentor on Agile Principles PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 8</b>	
MTR05	MTR01	Mentor on Agile Principles AM	4.0
MTR06	MTR01	Mentor on Agile Principles PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 9</b>	
MTR07	MTR01	Mentor on Agile Principles AM	4.0
MTR08	MTR01	Mentor on Agile Principles PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 10</b>	
MTR09	MTR01	Mentor on Agile Principles AM	4.0
AGLFDBK	MTR01	Agile Principles Feedback Session With Mentor	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 11</b>	
PMPBC01	CSMSRVY	PMP BootCamp AM	4.0
PMPBC02	PMPBC01	PMP BootCamp PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 12</b>	
PMPBC03	PMPBC01	PMP BootCamp AM	4.0
PMPBC04	PMPBC01	PMP BootCamp PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 13</b>	
PMPBC05	PMPBC01	PMP BootCamp AM	4.0
PMPBC06	PMPBC01	PMP BootCamp PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 14</b>	
PMPBC07	PMPBC01	PMP BootCamp AM	4.0
PMPBC08	PMPBC01	PMP BootCamp PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 15</b>	
PMPBC09	PMPBC01	PMP BootCamp AM	4.0

PMPBC10	PMPBC01	PMP BootCamp PM	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 16</b>	
PRDMTR01	PMBC01	Predictive Mentor Session	4.0
PMPSTY01	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 17</b>	
PRDMTR01	PMBC01	Predictive Mentor Session	4.0
PMPSTY01	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 18</b>	
PRDMTR01	PMBC01	Predictive Mentor Session	4.0
PMPSTY01	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 19</b>	
PRDMTR02	PMBC01	Predictive Mentor Session	4.0
PMPSTY02	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 20</b>	
PRDMTR03	PMBC01	Predictive Mentor Session	4.0
PMPSTY03	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 21</b>	
PRDMTR04	PMBC01	Predictive Mentor Session	4.0
PMPSTY04	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 22</b>	
PRDMTR05	PMBC01	Predictive Mentor Session	4.0
PMPSTY05	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 23</b>	
PRDMTR06	PMBC01	Predictive Mentor Session	4.0
PMPSTY06	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 24</b>	
PRDMTR07	PMBC01	Predictive Mentor Session	4.0
PMPSTY07	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 25</b>	
PRDFDBK	PMBC01	Predictive Mentor Feedback Session	4.0
PMPSTY08	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 26</b>	
HYBMTR01	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY09	PMPBC09	Self-directed Study Session	4.0

		<i>Day Total</i>	<b>8.0</b>
		<b>Day 27</b>	
HYBMTR02	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY10	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 28</b>	
HYBMTR03	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY11	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 29</b>	
HYBMTR04	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY12	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 30</b>	
HYBMTR05	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY13	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 31</b>	
HYBMTR06	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY14	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 32</b>	
HYBMTR07	PRDFDBK	Hybrid Mentor Session	4.0
PMPSTY15	PMPBC09	Self-directed Study Session	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 33</b>	
HYBMTR08	PRDFDBK	Hybrid Mentor Session	4.0
HYBFDBK	HYBMTR01	Hybrid Feedback Session With Mentor	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 34</b>	
PMPTST01	PMPBC09	PMP Test	4.0
PMPTST02	PMPBC09	PMP Test	4.0
		<i>Day Total</i>	<b>8.0</b>
		<b>Day 35</b>	
PGMFDBK	PMPTST01	Program Feedback Session	3.0
PGMSRVY	PMPTST01	Program Survey	1.0
PGMGRAD	PMPSRVY	Program Graduation and Certificate	4.0
		<i>Day Total</i>	<b>8.0</b>
		<i>Course Total</i>	<b>280.0</b>