

MENTORSHIP AGREEMENT

----- and ----- are voluntarily entering into the Edmonton Chapter IIBA Business Analyst Mentoring Program, and both parties agree to the following:

The mentor and mentee will strive to create a positive and professional relationship that will benefit both parties. The mentor and mentee have read and understood the program Handbook and agree to execute the responsibilities and expectations identified, to the best of their abilities.

If for any reason, the mentor/mentee is unable to fulfill the responsibilities described in the Business Analyst Mentoring Program, the mentor/mentee will immediately contact the Chapter Executives/Program Director.

Frequency of meetings & Punctuality:

The mentor and mentee agree to maintain the Mentorship relationship for a minimum period of ----- hours over ----- weeks and meet as the following (please select one):

- weekly for 1 hour per week
- bi-weekly for 2 hour every two weeks
- other:

The mentor and mentee agree to be on time and fully prepared for the Mentoring meetings, and agree to adhere to the following procedure in the event of not being able to attend a meeting:

Completion of Project or Assignments:

The mentee agrees that any project or assignment(s) given by my Mentor will be completed by: -----

The mentor agrees to provide feedback on project or assignment(s) within ----- of receipt

Workplace Appropriate Behaviour:

The following behaviour is appropriate during Mentoring relationship:

- ★ Dress code: business casual or formal
- ★ Meetings take place at the office or public place
- ★ Professional language

- ★ Efforts to use appropriate industry terms and effective communication skills
- ★ Free from harassment, discrimination and violence in all activities
- ★ Being open and giving honest feedback
- ★ Working within an atmosphere of trust
- ★ Demonstrating commitment to the Mentorship relationship and BA development
- ★ Maintaining professional boundaries (physical and emotional)
- ★ Maintaining confidentiality of shared information about Mentor and Mentee including workplace information

Confidentiality:

The Mentor and Mentee agree to maintain dignity and privacy. All matters discussed or issues addressed in the Mentorship relationship will be kept strictly confidential, unless consent is provided by either the Mentor or Mentee and reviewed by the Chapter Executives/Program Director, to release information.

Given that the Mentor and Mentee may be having discussions concerning the Mentor’s project activities and techniques, the Mentee agrees:

1. Not to disclose to any third party the object and scope of the discussions between the parties, except as required by law
2. Not to use any confidential information for any purpose
3. To maintain all confidential information in confidence and not to disclose any portion of the confidential information to any person or entity authorized hereunder without the prior written consent of the Mentor.

Waiver:

We understand that we are personally responsible for fulfilling the terms of this Mentorship Agreement. We agree to indemnify and not hold liable, IIBA Edmonton Chapter, and the collaborative agencies involved in the Business Analyst Mentorship Program, for any and all injuries, damages, costs and liabilities arising from the performance of this agreement.

Expectations and Goals:

(To be completed by Mentee):

My goals are:

My primary expectations of my Mentor are:

(To be completed by Mentor):

My professional development goals are:

My primary expectations of my Mentee are:

Termination and/or Completion of Mentorship Agreement:

IIBA Edmonton Chapter encourages the mentor and mentee to establish a supportive and effective working relationship with one another. In the event that either the mentor or mentee cannot work effectively together under the terms identified within the Mentorship agreement, the Mentorship Handbook and Code of Conduct, both parties must notify the Chapter Executives/Program Director as soon as possible to attempt to reach a mutually agreed upon resolution.

Upon completion of the Mentoring relationship, we agree to submit all assessments and evaluations of the Mentorship partnership and program.

We understand and agree with the above. We also understand and agree that our participation in the Business Analyst Career Mentorship Program is conditional upon our ongoing compliance with this agreement.

Mentoring will start on (date): -----

Mentoring will end on (estimated date): Week of -----

The initial meeting will take place on (date): -----
at (location): -----

Mentor: -----
IIBA no -----
(Signature) -----

Mentee: -----
IIBA no -----
(Signature) -----

DATED: -----

A copy of this agreement will be given to the mentor and mentee after their orientation.