**MENTOR ASSESSMENT TEMPLATE**

**Prepared for: Illinois Department of Transportation**

**Mentor Firm:** Consultant Name

 Address 1

 Address 2

**Project:** Name

Route

County

PTB # / Item

The Mentor assessment is to be solely from the Mentor’s point of view and sent directly to IDOT. An honest and forthright assessment of the Mentor-Protégé experience is encouraged. Only the lessons learned from the report will be used to strengthen the Mentor-Protégé program.

**Objective Summary**

Summarize the objectives from the Mentor-Protégé plan.

1. **Benchmark/Deliverable Summary**

Clearly state the Benchmarks/Deliverables from the approved Mentor-Protégé Plan and whether they were met. Include how they were met and if a benchmark was not met, what, if any progress was made and why the goal wasn’t reached.

1. **Quarterly Report Summary**

Summarize the progression through the plan. Include timelines as they relate to Benchmarks/Deliverable achievements.

1. **Assessment**

Summarize any problems, observations, or issues in working within the plan. List any resolutions implemented throughout the life of the plan addressing challenges encountered and the success of those resolutions. Summarize lessons learned with any recommendations for future plans, relationships, or the Mentor-Protégé program. Also include any successes as a result of the mentor-protégé relationship.

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 Signature and Date

*Send Final Reports to: IDOT Project Manager & Design and Environment)*