**MENTOR-PROTÉGÉ FINAL REPORT TEMPLATE**

**For** State period of Mentor-Protégé Plan (include year)

**Prepared for:**

**Illinois Department of Transportation**

**Mentor Firm:** Consultant Name

Address 1

Address 2

**Protégé Firm:** Consultant Name

Address 1

Address 2

**Project:** Name

Route

County

PTB # / Item

The Mentor-Protégé Final Report is to summarize, evaluate and bring to conclusion the Mentor-Protégé plan. The final report is due within 30 days after the completion of the Mentor-Protégé Plan. The intent of the final report is to summarize achievements, areas of experience gained towards prequalification, successes, failures, observations and any future recommendations. An honest and forthright assessment of the Mentor-Protégé experience is encouraged.

1. **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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Mentor Signature and Date Protégé Signature and Date

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