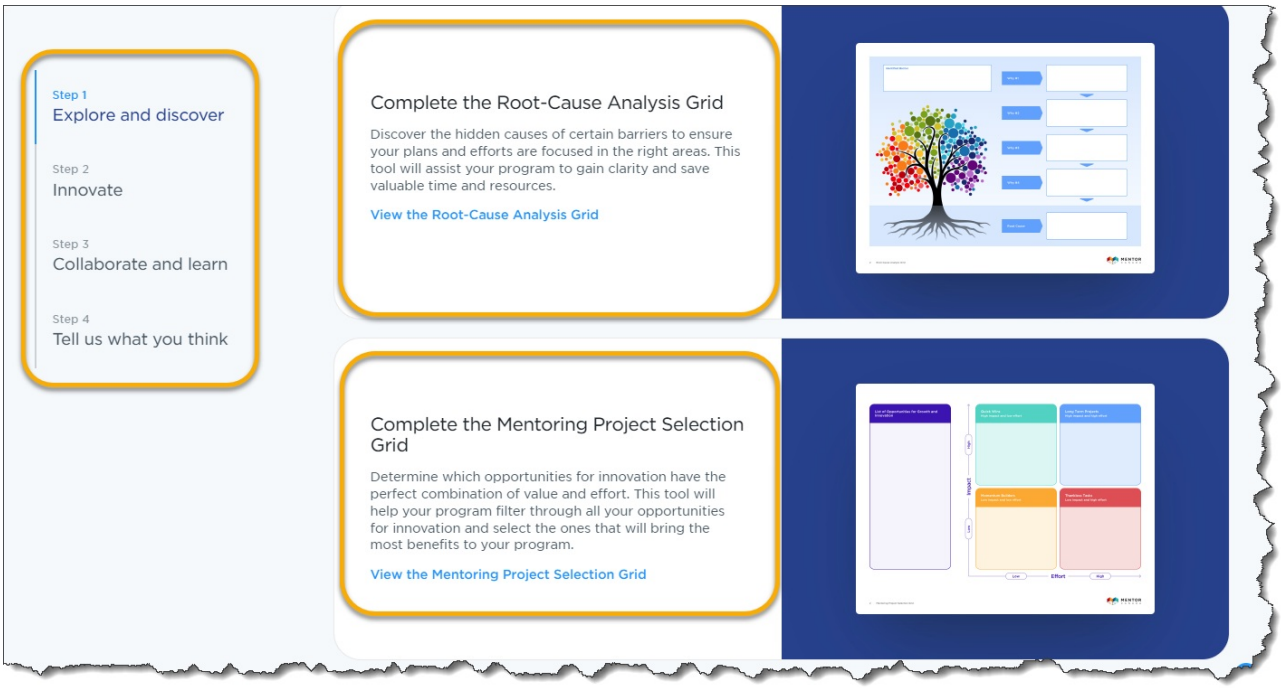
Complete Each Section

- Open the Different Tools
- Complete the Grids & Map
- Save your Work
- Complete a Survey

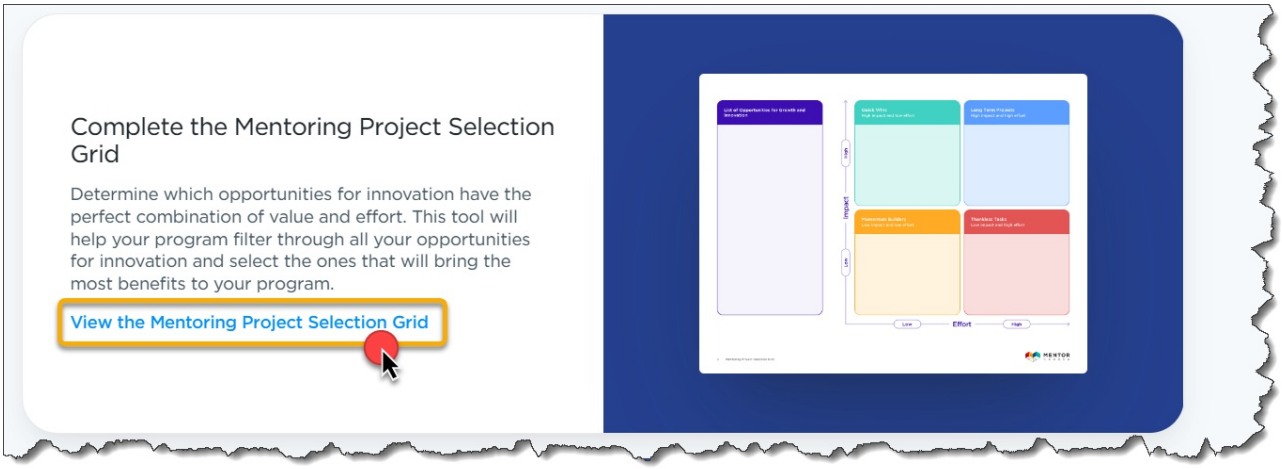
Open the Different Tools

1.0 The *Innovation Plan* is composed of 4 steps sections that each offer different tools to work with to advance the quality of your mentoring program **(i.e.** Grids, Map etc...) as well as a feedback section.

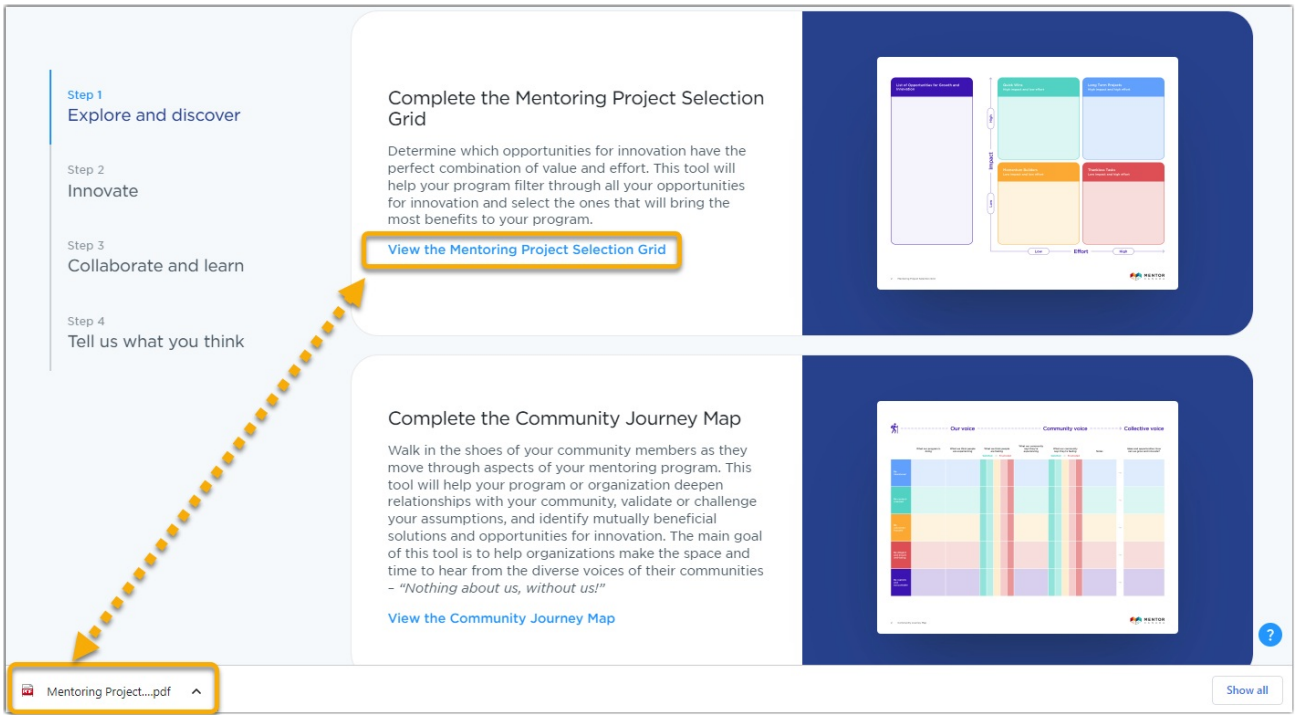
Note: All tools are optional. Pick and choose those that will work best for your organization



1.2 To open one of the tool, simply click the **blue link** under the description.

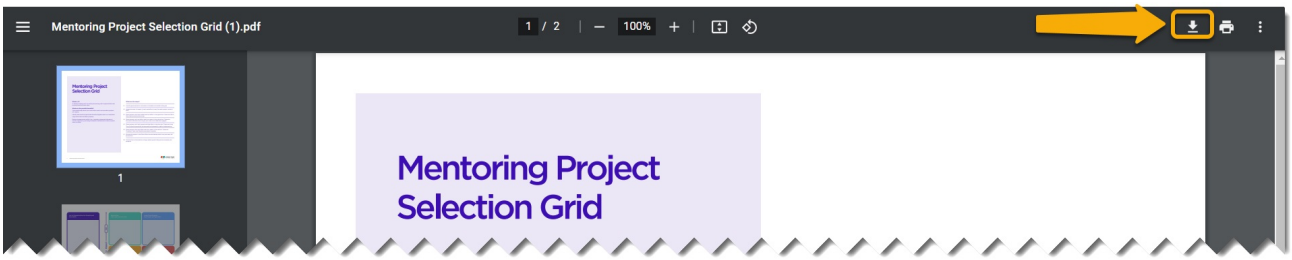


1.3 The tool will load and open as a PDF at the bottom of you screen. Click it to open the tool.

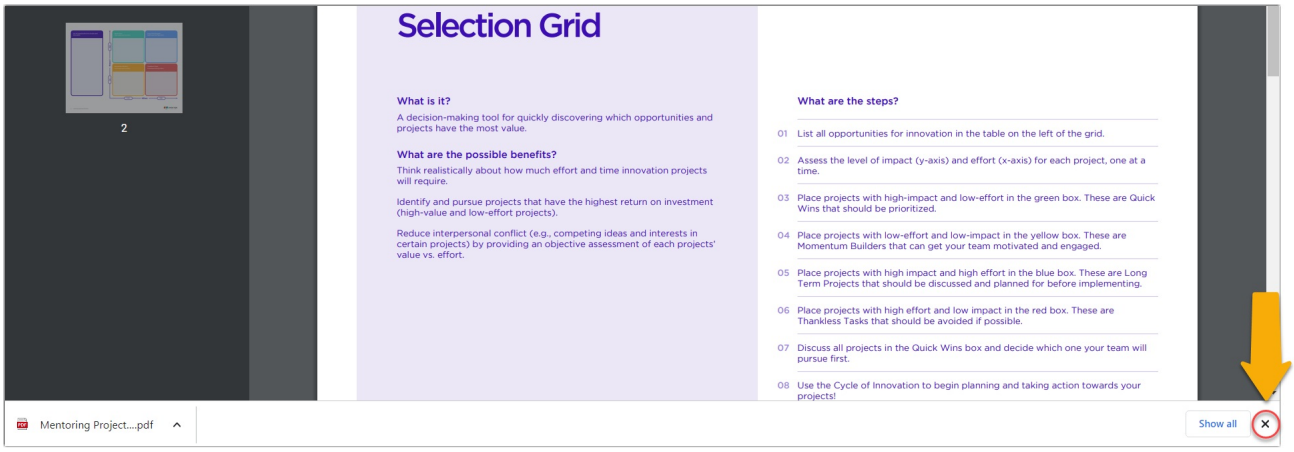


Save your Work

2.0 Click the download icon to save the document onto your preferred location.

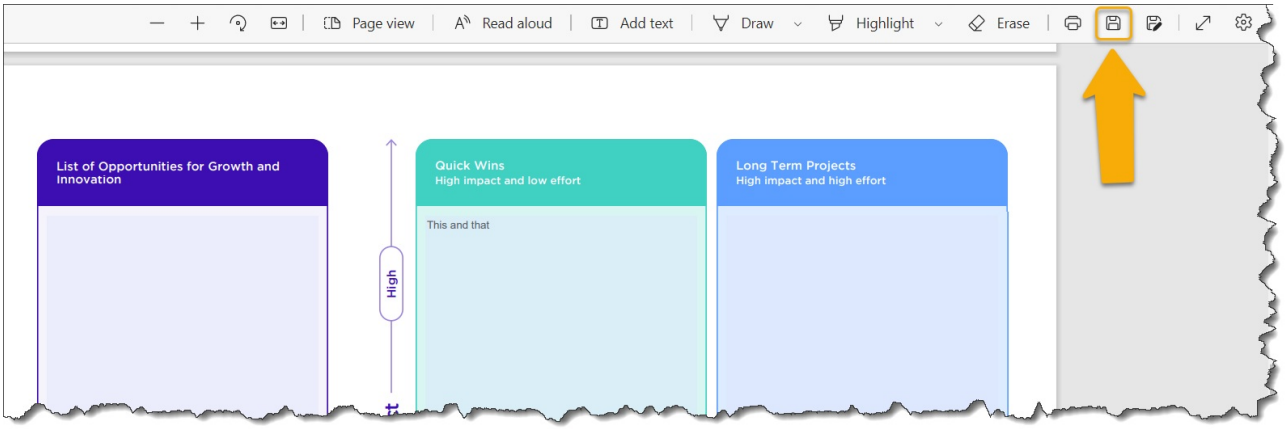


2.1 Once saved, it will again appear at the bottom of the screen. Close that version by clicking the **X** at the bottom right of the screen.



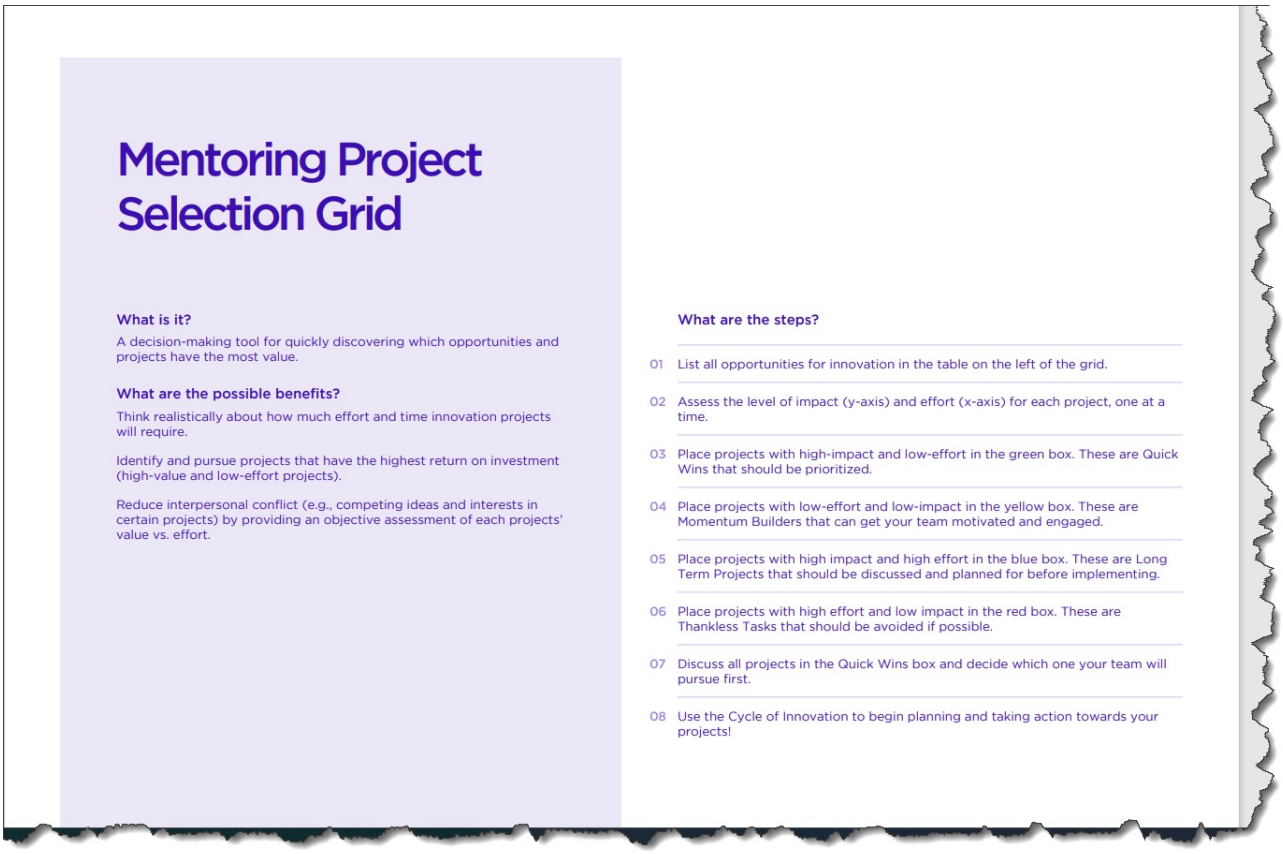
2.2 Search and open the newly saved version which is your personal working copy.

> **2.2.1** By doing step 2.1 and 2.2, the document will re-open in a version that contains a save button allowing you to save changes as you go.



Complete the Grids & Map

3.0 The first page offers information on how to use the grid or map.



Mentoring Project Selection Grid

What is it?

A decision-making tool for quickly discovering which opportunities and projects have the most value.

What are the possible benefits?

Think realistically about how much effort and time innovation projects will require.

Identify and pursue projects that have the highest return on investment (high-value and low-effort projects).

Reduce interpersonal conflict (e.g., competing ideas and interests in certain projects) by providing an objective assessment of each projects' value vs. effort.

What are the steps?

01 List all opportunities for innovation in the table on the left of the grid.

02 Assess the level of impact (y-axis) and effort (x-axis) for each project, one at a time.

03 Place projects with high-impact and low-effort in the green box. These are Quick Wins that should be prioritized.

04 Place projects with low-effort and low-impact in the yellow box. These are Momentum Builders that can get your team motivated and engaged.

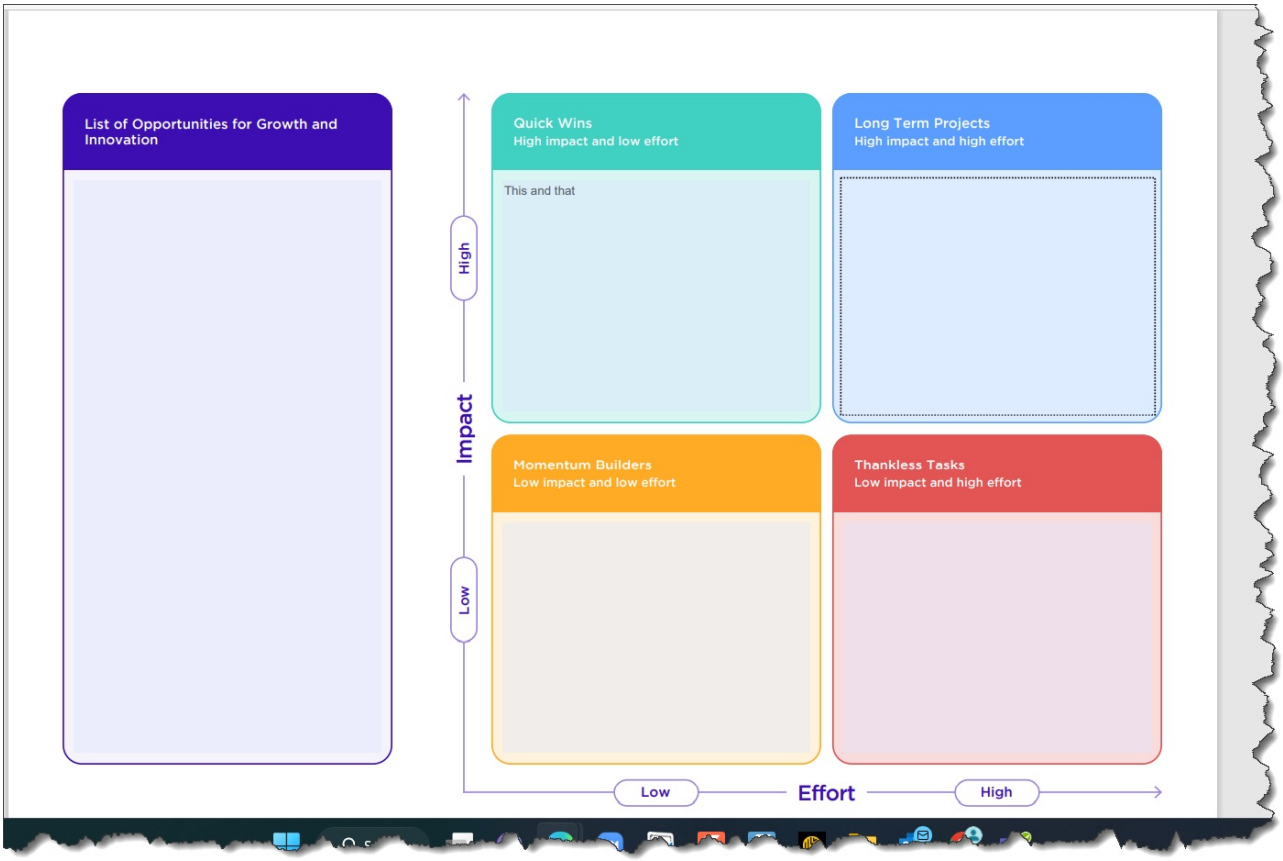
05 Place projects with high impact and high effort in the blue box. These are Long Term Projects that should be discussed and planned for before implementing.

06 Place projects with high effort and low impact in the red box. These are Thankless Tasks that should be avoided if possible.

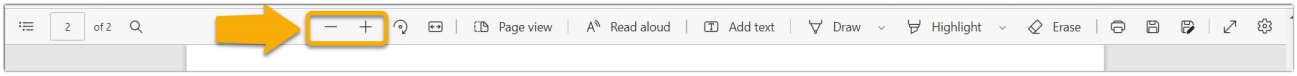
07 Discuss all projects in the Quick Wins box and decide which one your team will pursue first.

08 Use the Cycle of Innovation to begin planning and taking action towards your projects!

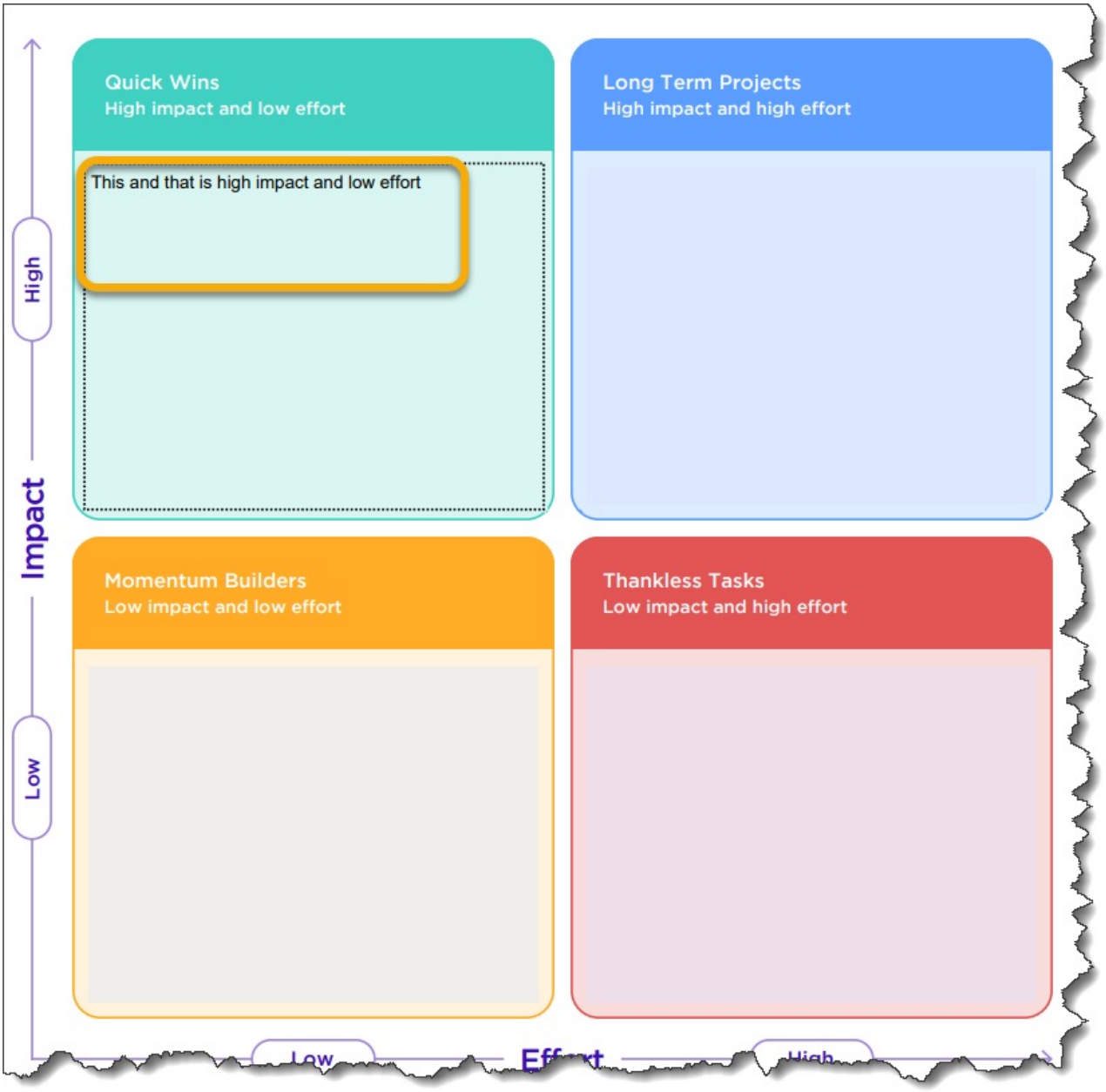
3.1 The second page is the tool in which you can work.



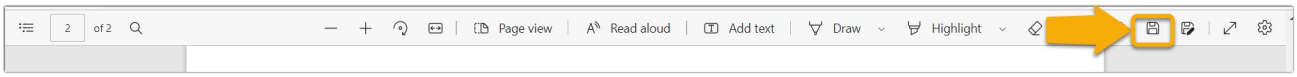
3.1.1 Use the zoom function at the top of the page to zoom in and out and adjust the document to a comfortable working view.



3.2 Type directly onto the different sections of the tool.



3.3 Do not forget to save often.



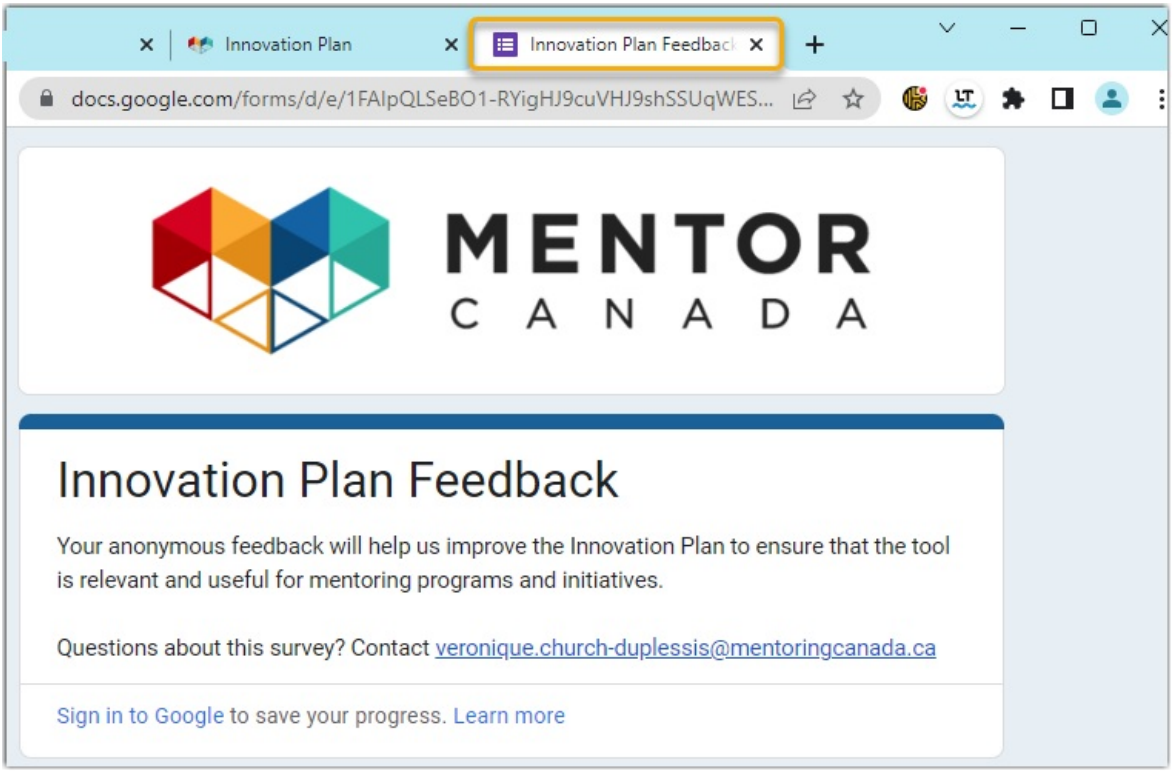
3.4 Once you are done, you can go back to the *Innovation Plan* page to utilize another tool.

Complete a Survey

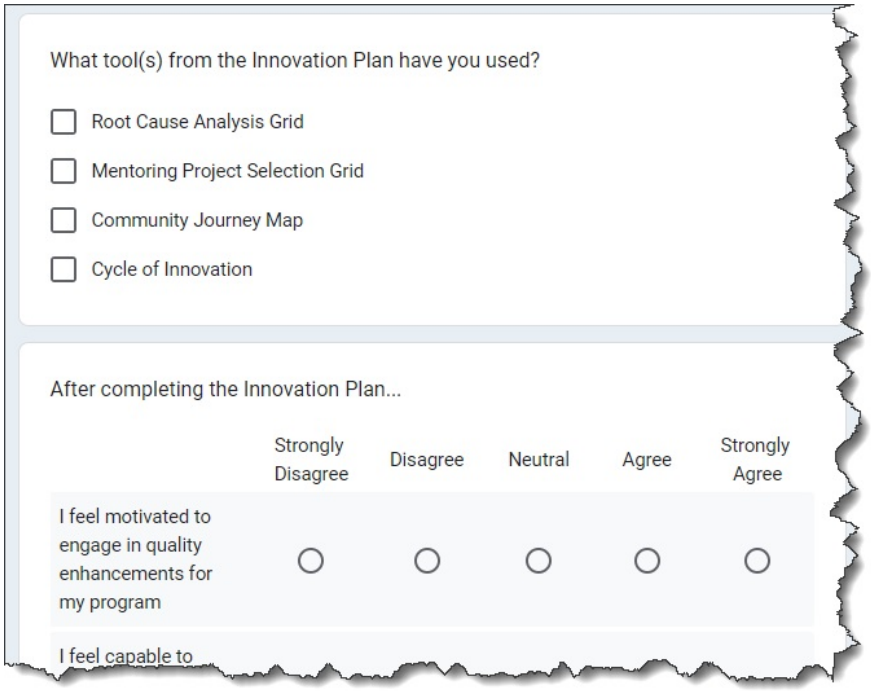
Mentor Canada is interested in your feedback to determine what new features to build as a priority for the Innovation Plan and to help refine the content and presentation based on its expected uses and impact. The survey is anonymous and should not take longer than 10 minutes.

4.0 At the end of the page you will be asked to participate in a survey. Click "Complete the survey"

4.1 The survey opens in a new browser tab and an introduction is presented.



4.2 Scroll down to view and get started with the survey questions.



4.3 Go through each question, and click Submit bottom of the page once you are done.

NEXT

Revision #11
★Created Thu, Jan 12, 2023 10:43 PM by Michèle Mantero
✎Updated Thu, Jan 19, 2023 9:00 PM by Michèle Mantero