

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

Step 1
Explore and discover

Step 2
Innovate

Step 3
Collaborate and learn

Step 4
Tell us what you think

Complete the Root-Cause Analysis Grid

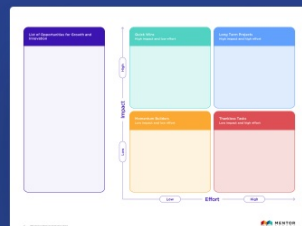

Discover the hidden causes of certain barriers to ensure your plans and efforts are focused in the right areas. This tool will assist your program to gain clarity and save valuable time and resources.

[View the Root-Cause Analysis Grid](#)

Complete the Mentoring Project Selection Grid

Determine which opportunities for innovation have the perfect combination of value and effort. This tool will help your program filter through all your opportunities for innovation and select the ones that will bring the most benefits to your program.

[View the Mentoring Project Selection Grid](#)

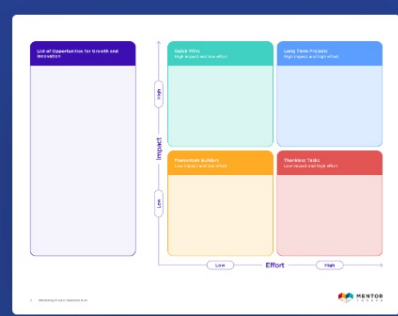


1.2 To open one of the tool, simply click the **blue link** under the description.

Complete the Mentoring Project Selection Grid

Determine which opportunities for innovation have the perfect combination of value and effort. This tool will help your program filter through all your opportunities for innovation and select the ones that will bring the most benefits to your program.

[View the Mentoring Project Selection Grid](#)



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

Step 1
Explore and discover

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Complete the Mentoring Project Selection Grid

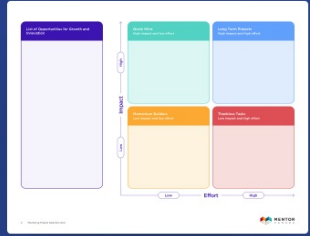
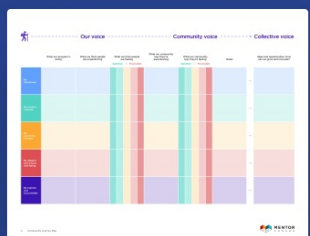
Determine which opportunities for innovation have the perfect combination of value and effort. This tool will help your program filter through all your opportunities for innovation and select the ones that will bring the most benefits to your program.

[View the Mentoring Project Selection Grid](#)

Complete the Community Journey Map

Walk in the shoes of your community members as they move through aspects of your mentoring program. This tool will help your program or organization deepen relationships with your community, validate or challenge your assumptions, and identify mutually beneficial solutions and opportunities for innovation. The main goal of this tool is to help organizations make the space and time to hear from the diverse voices of their communities – “Nothing about us, without us!”

[View the Community Journey Map](#)

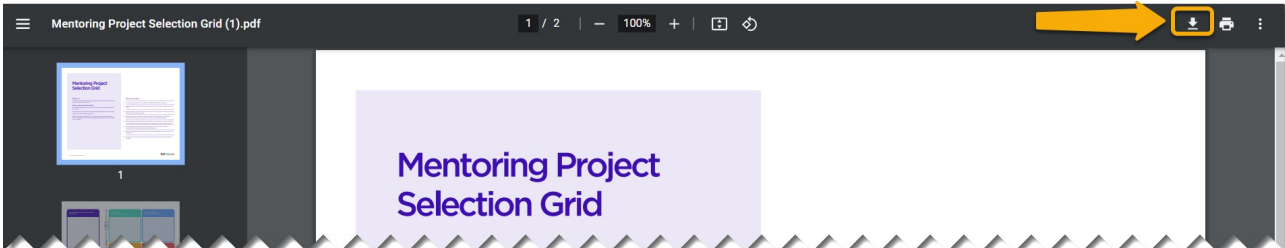



Mentoring Project....pdf

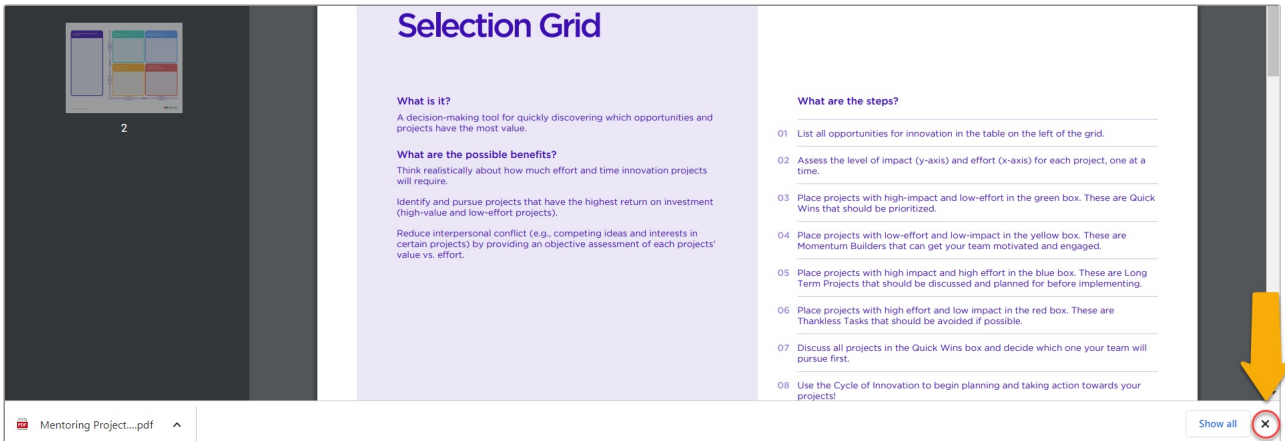
[Show all](#)

Save your Work

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

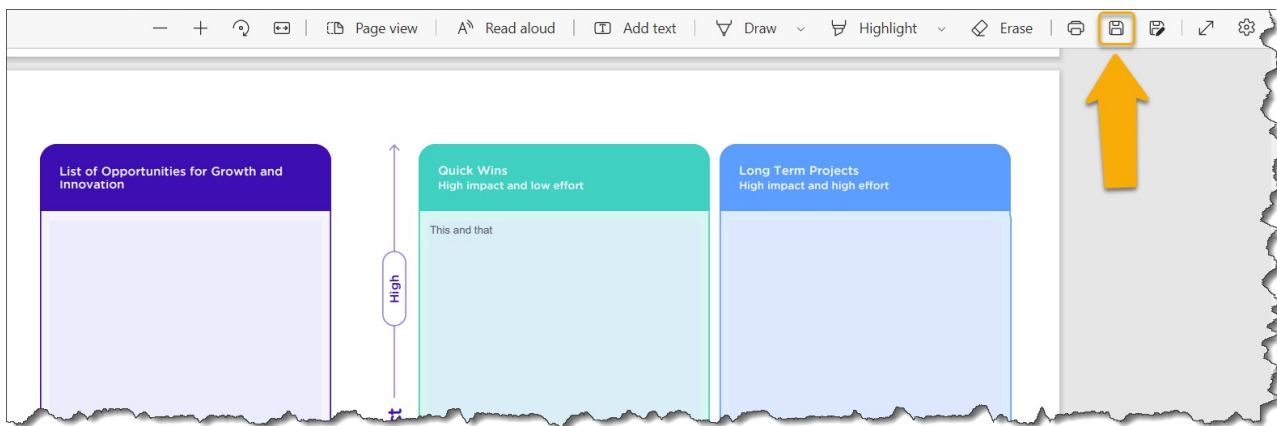


2.1 Once saved, it will again appear at the bottom of the screen. Close that version by clicking the **X** at the bottom right of the screen.



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.

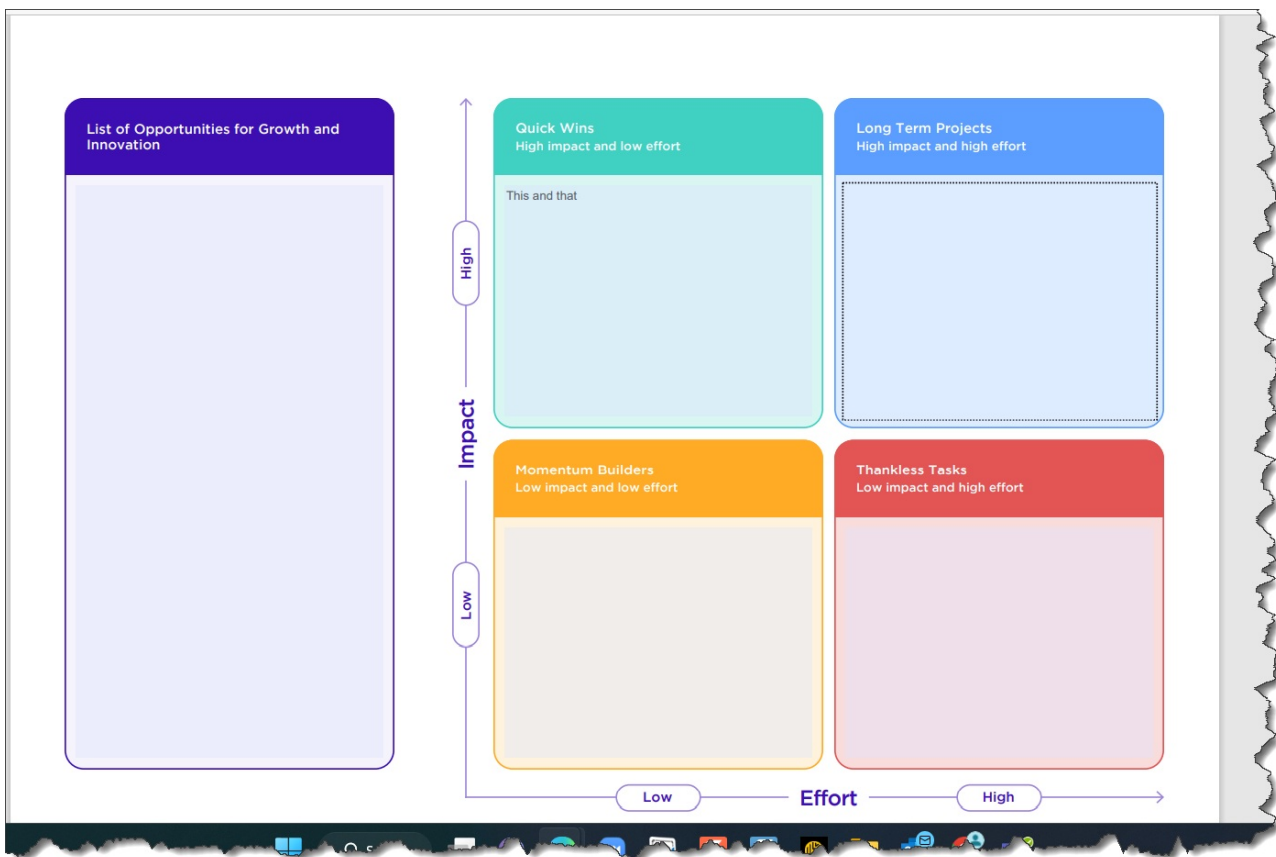
Identify and pursue projects that have the highest return on investment (high-value and low-effort projects).

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

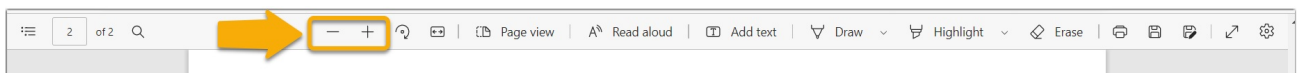
What are the steps?

- 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.



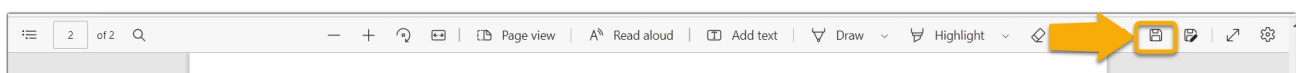
3.1.1 Use the zoom function at the top of the page to zoom in and out and adjust the document to a comfortable working view.



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](#)"

Step 4

Tell us what you think

Your feedback is critical. Mentor Canada is committed to continuously improving its Quality Mentoring System and we cannot do it without you! Complete our short survey and tell us what you think about the Innovation Plan.

[Complete the survey](#)



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

The screenshot shows a web browser with two tabs. The active tab is titled "Innovation Plan Feedback" and contains a Google Forms survey introduction. The page header includes the Mentor Canada logo, which consists of a colorful geometric design and the text "MENTOR CANADA". Below the logo, the title "Innovation Plan Feedback" is displayed. The main text states: "Your anonymous feedback will help us improve the Innovation Plan to ensure that the tool is relevant and useful for mentoring programs and initiatives." It also provides contact information: "Questions about this survey? Contact veronique.church-duplessis@mentoringcanada.ca". At the bottom, there is a link to "Sign in to Google to save your progress. [Learn more](#)".

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

What tool(s) from the Innovation Plan have you used?

☐ Root Cause Analysis Grid

☐ Mentoring Project Selection Grid

☐ Community Journey Map

☐ Cycle of Innovation

After completing the Innovation Plan...




	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I feel motivated to engage in quality enhancements for my program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel capable to					

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

Optional: Interview

As part of the evaluation of the Quality Mentoring System, Mentor Canada and its evaluator (SRDC) will be conducting a limited number of interviews with programs who have used the innovation plan. If you consent to be contacted to potentially be interviewed [click on this link to provide your contact information](#).

Note that your contact information will not be associated with your responses to this survey and you will have the opportunity to decline to participate should you no longer wish to be interviewed.

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Google Forms

NEXT

🔄Revision #11

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✎Updated Thu, Jan 19, 2023 9:00 PM by Michèle Mantero