



PMF Fellowship Timeline



First 45-90 Days

Work with your Supervisor to:

- Complete and sign the Participant Agreement
- Identify a Mentor
- Develop your Individual Development Plan (IDP); you may consult with your Agency PMF Coordinator and/or Mentor

PMF Leadership Development Program (PMF LDP) Year 1 – Leading Self and Leading Others

Depending when you onboarded, register and complete Year 1 of the PMF LDP (which includes an orientation session in the Washington, DC area in the Spring or Fall, followed by monthly coaching calls with your PMF cohorts, and optional networking events)

4-6 Month Developmental Assignment

This program requirement can be completed anytime during your two-year fellowship. Most Fellows complete this during their second year of their fellowship. Consult with your Supervisor, Mentor, and Agency PMF Coordinator.

Year 1 Anniversary

For most Fellows, the following should have occurred:

- Complete performance review with your Supervisor, including a review of your IDP
- You may be eligible for a promotion after your first year
- A minimum 80 hours of formal interactive training must be completed

PMF LDP Year 2 – Leading Change

Depending on when you completed PMF LDP Year 1, register and complete Year 2 of the PMF LDP (which includes an orientation session in the Washington, DC area in the Winter or Summer, followed by your Challenge Project with a new PMF cohort group, and optional networking events)



90 Days Before Your 2-Year Anniversary

You should be working with your Supervisor to confirm that:

- You are on target to be converted after your fellowship
- Update your (IDP)
- Start assembling your Executive Resources Board (ERB) certification package

60 Days Before Your 2-Year Anniversary

You should be working with your Supervisor and Agency PMF Coordinator to:

- Wrap-up any remaining training and developmental requirements
- Submit your ERB certification package

30 Days Before Your 2-Year Anniversary

You should be working with your Supervisor and Agency PMF Coordinator to:

- Complete your performance review
- Your ERB has certified your completion of the fellowship
- Once certified, you're now an Alum!

Year 2 Anniversary

At this point you should have:

- Completed all program requirements
- Converted to a permanent position
- Prepare for PMF Graduation!

NOTE: This is a broad, general overview of the fellowship timeline. Please make sure you work with your Agency PMF Coordinator to understand any agency-specific timelines and requirements you may have to follow.