

PMF Fellowship Timeline



First 45-90 Days

Work with your Supervisor to:

- Complete and sign the Participant Agreement
- Read the [PMF Participant Handbook](#) and submit the Acknowledgement Receipt in the PMF TMS
- Identify a [Mentor](#)
- Develop your [Individual Development Plan](#) (IDP)

[PMF Leadership](#)

[Development Program](#) (PMF LDP) Year 1 – **Leading Self**

Depending on when you onboarded, register and complete Year 1 of the PMF LDP (which includes a multi-day orientation session, activities with your PMF cohorts, and optional quarterly networking events). Count training hours on your IDP.

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 a multi-day orientation session, followed by your Challenge Project with a PMF cohort group, and optional quarterly networking events). Count training hours on your IDP.



90 Days Before Your 2-Year Anniversary

You should be working with your Supervisor to confirm that:

- You are on target to complete all program requirements and 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, including any agency-specific 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 requirements
- Once certified, you're now a PMF Alum!

Year 2 Anniversary

At this point you should have:

- Completed all program requirements
- Converted to a term or 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.