



SEPTEMBER 26, 2023

# Best Practice Mentor Protégé Agreement



*Delivering Solutions, Changing the World.<sup>SM</sup>*

- Creation- Early Game
- Submission- Mid Game
- Implementation- Long Game



- Creation Strategy
  - Timeline
- Effective Protégé Selection
  - Relationship Building
  - Compliant with the MPP (NFS 1819.72)
- Needs Assessment
- Pre-Submission
  - Proposal Writing
  - Meetings to continue guide the protégé



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- Communication
  - Get all stakeholders involved early on
  - Ask questions if you need clarity
- Understand the process
- Details – Lessons Learned
  - Cost Proposal
  - Technical Proposal
  - Milestone Chart
  - Other areas to be aware of



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# Implementation-Long Game



- Signing Ceremony and Kickoff Meeting
- Reporting- Monthly meetings and regular internal reporting
  - MSFC MP Program Reporting Requirements
    - Semi-Annual Reviews, Annual Reports, Post Agreement (Protégé Only)
- Milestones-
  - Keeps MPA on track and a good bases for internal reporting
  - Be flexible, as needs change update the plan
- Manage MPA as a Project
  - Assign a project manager to oversee the program (Technical Business Development)



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# Milestone Chart Example



KBR/(Protégé) Mentor-Protégé Agreement - Attachment 4		GFY 2023		GFY 2024				Total	Total	Total	Protégé Company Name	KBR	
		3Q	4Q	1Q	2Q	3Q	4Q	Hours	Hours	KBRwyle	Protégé	Person Mentoring	Comments
A. TECHNICAL TRANSFER								Planned	Accumulate	Hours	Person	or Labor Category	
1.0	Occupational Medicine Clinic Operations & Management (Primary POC: )							450					
1.1	Association Level Certified Provider Credentialing Specialist (CPCS) Certification Prep Course	X	X					160	130				Employee 1 to take review course and test by Q4 2025; two employees will complete training together
1.2	A.1.2 Certification							200	94				Less hours because it was determined certain portions of the training was unnecessary
1.3	A.1.3 Attend review course for Occupational Health							10	24				
1.4	A.1.4 Board Certification			X	X			80	10				



Thank You



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