



FOCUS ON STUDENTS

While Academic Outreach is not part of the Catalogue of Core Services, if you have chosen to formalize your academic and student engagement through a PMI Chapter Student Club, use this worksheet to inform PMI of the active services to keep your PMI Chapter Student Club in good standing.

Offering at least two recommended services is important to keep the students engaged and actively develop their professional skills. You can add other services that are relevant for your local community that may not currently be listed.

Reminder: PMI Chapter Student Clubs are student-led groups that have support from a local PMI Chapter. These services are offered in collaboration with the Chapter, the academic institution, and the Volunteer Student Leadership. This worksheet is to be completed by the Academic Outreach Chapter Leader, with input from the Volunteer Student Leadership.

CHAPTER NAME	<input type="text"/>
CHAPTER STUDENT CLUB NAME	<input type="text"/>
CHAPTER BOARD REPRESENTATIVE FOR STUDENT CLUBS	<input type="text"/>
STUDENT LEADERS REPRESENTATIVE	<input type="text"/>
PERIOD	Start: <input type="text"/> Finish: <input type="text"/>

STEP

1

Current State & Lessons Learned

Record the current status/lessons learned from previous experiences -if existent- as a starting point (baseline)

STEP

2

PMI Chapter Student Club Program Plan

Detail the planned deliverables for the coming year and identify the key actions, specific expected deliverables and quantifiable targets (number of events, number of students participating in the programs, number of student volunteers, etc)

STATE R Required R Recommended O Optional

SERVICES	STATE	Description &/or Examples	Baseline & Past Results	Planned Deliverables
Student Club Meetings (face-to-face or virtual - including webinars, live streaming, networking events, etc.	R			
Communications with Student Club Members (welcome messages, invitations, newsletters, etc)	R			
Member & Volunteer Recognition and Awards	R			
Mentoring (programs, events, virtual and in-person)	R			
Social Good Projects and Events	R			
Professional or Career Development Events (Professional Development Days; Project Management conferences, forums or symposiums - in person or virtual)	R			
Promote and Make Available PMI Student Membership	R			
Volunteer Opportunities in Chapter Projects	O			
Joint, Collaborative Meetings with other PMI Chapter Student Clubs	O			
Bootcamps or Study Groups	O			
Website and Social Media	O			
Internships	O			
Partnerships to Provide Member Benefits (Affinity Programs)	O			
Other	O			

Questions? Contact academicprograms@pmi.org

Instructions: This document should align with your Chapter's Annual Plan for Academic Outreach. Any services offered to your members should be extended to your student members. The required and recommended actions included here reflect existing chapter member services and should be tailored to your student audience. This worksheet should be submitted at the beginning of each academic semester (twice annually) to academicprograms@pmi.org