

# Product Management & Strategy Internship

**Duration:** 6 months (part-time)

**Department:** Product Management & Strategy

**Location:** Hybrid (remote with one mandatory on-site day per week)

**Weekly Commitment:** 12–16 hours per week (flexible to accommodate academic schedules)

**Mandatory On-Site Day:** One day per week, choice of 5:00 PM–10:00 PM or 2:00 PM–6:30 PM for meetings, workshops, and collaborative sessions

## 1. Role Overview

The Product Management & Strategy Intern will collaborate with Cypher's Product Management team to support the planning, development, and launch of product features. This role provides hands-on experience in product lifecycle management, user research, requirement definition, cross-functional coordination, and performance tracking. Interns will take ownership of small-scale features or research tasks and contribute to product launches and strategic initiatives.

## 2. Responsibilities

### A. Ongoing Responsibilities (Weekly)

- Participate in weekly product team standups and attend one on-site day for collaborative work and mentorship.
- Review and triage user feedback to maintain an organized product backlog.
- Update and maintain product documentation, including Product Requirement Documents (PRDs), user stories, acceptance criteria, and change logs.
- Prepare concise weekly progress reports for the Product Management Lead.
- Conduct small-scale usability tests and user interviews, summarizing actionable insights.
- Monitor key product performance indicators (KPIs) using basic dashboards and report anomalies.
- Coordinate with design, engineering, content, and quality assurance teams to ensure alignment on tasks.

### B. Project-Based Responsibilities (Milestone-Driven)

- Perform market and competitor research for assigned features or product verticals.
- Define requirements for small features or enhancements, including user flows and success metrics.
- Collaborate with designers to prototype or specify user experience (UX) flows.

- Support beta testing by recruiting testers, collecting feedback, and synthesizing results.
- Assist with go-to-market activities, including drafting release notes, launch checklists, and internal training materials.
- Deliver a capstone project at the conclusion of the internship, presenting a case study or market research with a proposed product roadmap.

### **C. Ad-Hoc Responsibilities**

- Support technical workshops hosted by Cypher, including setup, facilitation, and follow-up tasks.
- Contribute to the creation or refinement of internal process templates and playbooks.
- Assist with exploratory product strategy tasks as assigned by the Product Management Lead.

## **3. Learning Objectives**

The internship is designed to provide practical experience and professional development in the following areas:

### **Product Management Fundamentals**

- Understand the product lifecycle and contribute to roadmap planning.
- Develop skills in drafting clear PRDs and user stories.
- Apply prioritization frameworks such as RICE, MoSCoW, or Kano.
- Define and track product KPIs and success metrics.

### **Research and Analysis**

- Conduct market and competitor research using structured methodologies.
- Perform user interviews and usability tests, synthesizing findings into actionable recommendations.
- Utilize basic data analysis techniques for product decision-making, including analytics dashboards and A/B test summaries.

### **Tools and Practical Skills**

- Gain proficiency in collaboration tools (e.g., Notion, Confluence, Google Workspace).
- Use issue-tracking platforms (e.g., JIRA, Trello) for task management and sprint planning.
- Learn wireframing and prototyping basics using tools like Figma.
- Apply basic SQL or spreadsheet analytics (e.g., pivot tables, formulas) to product metrics.

- Develop skills in creating concise presentations and communicating with stakeholders.

## **Professional Skills**

- Enhance cross-functional communication and stakeholder management.
- Practice effective time management within iterative product development cycles.
- Build structured problem-solving and decision-documentation skills.

## **4. Deliverables and Expectations**

### **Key Deliverables**

- Weekly progress reports and a maintained product backlog for assigned responsibilities.
- At least one completed feature specification, including PRD, success metrics, and launch checklist.
- A market research or competitor analysis report for an assigned product or feature.
- Usability test or user feedback summary reports with actionable recommendations.
- A capstone presentation showcasing an end-to-end product task (research, specification, metrics, and outcomes).

### **Performance Expectations**

- Demonstrate clear, timely communication and adherence to the mandatory on-site day schedule.
- Produce professional, well-organized documentation stored in Cypher's systems.
- Take proactive ownership of tasks and demonstrate openness to constructive feedback.
- Actively participate in at least one technical workshop as an assistant or facilitator.

## **5. Support Provided by Cypher**

- Structured onboarding and ongoing mentorship through regular one-on-one meetings with a Product Management Lead.
- Training sessions on product management frameworks and internal tools.
- Access to company resources, including analytics dashboards, design and engineering communication channels, and templates.
- Hands-on experience with real product development, including feature ownership and launch support.
- Opportunity to assist or co-lead technical workshops.

- A certificate of completion and a written performance reference upon successful completion.
- Priority consideration for future internship or full-time opportunities at Cypher.
- A competitive stipend and, if applicable, reasonable travel support (details provided during hiring).

## **6. Eligibility and Qualification**

- Current enrollment in an undergraduate program in a relevant field (e.g., Engineering, Business, Computer Science, Electrical and Computer Engineering, or related).
- Proficiency in written English and familiarity with Google Workspace.
- Demonstrated interest in product management, strategy, or entrepreneurship.
- Prior experience with projects, coursework, or small-scale product/feature work is advantageous but not required.

## **7. Policies and Expectations**

- Interns must sign a standard confidentiality and intellectual property agreement to access proprietary product materials.
- Professional conduct is required during on-site days and in all communications.
- Flexible accommodations for academic commitments (e.g., exams) may be arranged with prior notice.
- Compliance with all applicable company policies and procedures is expected.