

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.