

XPD – Experience & Professional Development

Micro-Internships for Project Management Analysts

After reviewing thousands of open project management analyst roles we've identified the most common responsibilities outlined in project management analyst job descriptions:

- Monitor existing projects to ensure timely execution & completion
- Analyze data and project information to identify better ways to do business as well as new business opportunities; present information to senior management to guide their decision-making
- Develop status reports to be delivered to the head of division and senior management
- Ability to multitask and understand the big picture while maintaining a close eye on specific project details



While these are specific responsibilities, what's missing are the skills required to successfully execute them, which is especially important for entry-level hires who don't have the professional track record. To help, we've worked with human capital leaders and sales executives to identify these core skills, and map them to the typical responsibilities.

Skills listed below could be used as "qualifications" or requirements as you complete the [Micro-Internship Form](#).

DESCRIPTION	SKILLS	
Monitor existing projects to ensure timely execution & completion	Organization	Problem solving
Analyze data and project information to identify better ways to do business as well as new business opportunities; present information to senior management to guide their decision-making	Communication	Critical thinking
Develop status reports to be delivered to the head of division and senior management	Analytic mindset	Presentation
Ability to multitask and understand the big picture while maintaining a close eye on specific project details	Grit/Drive	Attention to detail

SAMPLE PROJECTS

Storytelling with Data	We would like you to analyze a set of customer service data (provided by us) qualitatively and quantitatively. Identify trends, positive and/or negative, patterns, outliers, etc., and use tables, graphs, etc. to tell us the "story" of the data and highlight the key takeaways.
Data Cleansing	We would like you to help clean up datasets we work with since they often contain several different types of data. You will work to ensure data quality and consistency and make sure its completeness is maintained and/or improved.
Competitive Analysis	We would like you to research ten key competitive products in a specific market and outline the social media efforts associated with each, including key messaging, features highlighted, pre-announcements, etc. In addition to the outbound efforts driven by the company, please capture the insights (positive and negative) provided by customers and highlight any key trends.

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XPD- EXPERIENCE & PROFESSIONAL DEVELOPMENT
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 Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

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