IS&T Project Management Office

IS&T Assistant Project Manager Intern

As an intern, you will be involved in executing projects in IS&T’s Project Management Office (PMO). The PMO is responsible for:

- **Annual Planning and Budgeting** – Manage IS&T’s annual process for planning large IS&T projects in support of BU’s Strategy and BU’s Technology Plan. Working closely with the six IS&T governance committees, we prioritize the most important areas to invest resources and funding each year, and propose these projects to the University Budget Committee.

- **Portfolio Management** – Work closely with clients, the PMO manages program area project portfolios to establish priorities with clients for new projects and plan resources accordingly. We also report on the status of current active projects and maintain program area roadmaps.

- **Project Management** – Manage the execution of major IS&T projects using our Project Lifecycle Process, which is based on best practices such as Prince2, ITIL, and TOGAF. Our project managers and business analysts work across IS&T and with clients to execute projects in line with project sponsor expectations.

The Assistant Project Manager (Asst PM) intern will work for the Associate Director of the PMO who manages the Provost Program portfolio and execution of projects in support of business needs of BU organizations including Enrollment and Student Affairs, Global Programs, Undergraduate Education, Graduate Education, and BU’s schools and colleges. The intern will assist in the management of a strategic university IS&T project for the Provost Office.

**Potential Responsibilities:**

- Assist in developing and maintaining the project schedule with the project team.
- Assist in developing the project communication plan and adapting it as needed as the project progresses.
- Attend project meetings, document meeting notes and action items.
- Follow-up with team members to track status on action items, in between team meetings.
- Maintain the project risk/issue log with the project team.
- Assist in preparing project status presentations for executive level project sponsor review meetings. Attend executive sponsor review meetings as schedule allows.
- Assist in preparing/tailoring project presentations for other stakeholders.
- Participate in sessions with team members and extended stakeholders to document current business processes.

**Professional Growth and Development:**

No matter what area(s) the intern directly supports, he/she can expect to leave the experience with a stronger understanding or ability for the following:

- The process for delivering IT projects.
- The approach for structuring and organizing complex project teams to ensure clear roles and responsibilities, understanding of the project objectives, scope, tasks, and schedule.
- The approach for communicating relevant information about the project to stakeholders.
• The approach for communicating project status to executive level sponsors, including accomplishments, next steps, risks and issues, and escalation of critical issues or decisions.
• The approach for managing change to the project scope with project team members and sponsors.
• The approach for understanding and documenting current business processes.
• Methods of resolving risk, issues, or conflicts within the project team.
• Assessment of when to escalate project issues/risks to project sponsors.

Skills/Qualifications Required

• Strong written and oral communication skills (required)
• Organized, structured approach to managing complex problems (required)
• Strong interpersonal skills (required)
• Experience working leading or participating in group projects (required)
• Course work in project management (preferred)
• Skilled in Microsoft Excel, Word, and PowerPoint (required)
• Skilled in Microsoft Project (preferred)

How to Apply

Please apply online at http://www.bu.edu/casprograms/programs/internships