**Virtual Internship in Project Management**

[Template: please do not exceed one page]

**Company Overview**

[Provide a brief overview of your organisation to include, type of industry, geographic location (see note below), type of products and/or services, type of customers etc.]

[Note: all work expected of the Intern must be capable of being completed entirely online and remotely. There is no expectation of any travel for the Intern].

**Project Environment**

[Provide a brief overview of the project or programme the Intern will be working on, including key reporting arrangements and any time constraints. Duration could be included if known, although all Virtual Internships should be 2-3months.]

**Key knowledge and skills required**

[Please indicate whether the role will require any specific skills or knowledge beyond general Project Management e.g. use of Excel or other software such as Basecamp]

**Outputs from the Internship**

[List the specific outputs or deliverables required e.g. a weekly project report; a report and presentation (to be delivered virtually) on the results of research on …. ]

[Note: All work expected of the Intern must be capable of being completed in no more than 3 months.]

**Further requirements**

[All Virtual Interns are expected to have their own PC or laptop and Internet connection. If use of specific software or device/s will be required, please specify.]

**Contact**

[provide details of who to contact for an initial discussion and how to apply]