

**NORTHWOOD OFFICE DEVELOPMENT ANALYST INTERNSHIP PROGRAM SCHEDULE**

<b>Phase</b>	<b>Key Deliverables/Events</b>	<b>Week</b>	<b>Dates</b>	<b>Focus</b>	<b>Skill Acquisition/Requirements/Notes</b>
Prepare	Excel/PowerPoint Certifications, Basic Financial Modeling ( <b>all at Northwood cost</b> )	Prior to start		Preparation	Complete required self-study assignments
Ramp Up	In-processing, Orientation, Initial Goal Setting, Departmental Ride-alongs, Submarket Survey, Advanced Development Proforma	1	6/1/2020 - 6/7/2020	Orientation/Introduction to Northwood's business	Intro to Northwood, traits of successful analysts, goal-setting, "ride-alongs" with select Northwood departments
		2	6/8/2020 - 6/14/2020	Fundamentals of commercial real estate	Financial/economic concepts for commercial real estate, financial modeling, and usage of CoStar, VTS, and EMSI software
Market Phase	Market Survey, Submarket Overview, Market Overview, <b>Midpoint Performance Review</b>	3	6/15/2020 - 6/21/2020	Data-driven market analysis	Market surveys, competitive segmentation, space market supply/demand analysis, capital markets trends analysis
		4	6/22/2020 - 6/28/2020		
		5	6/29/2020 - 7/5/2020		
Asset Phase	Development & Leasing Projections for Annual Budget	6	7/6/2020 - 7/12/2020	Leasing/Development/Asset Management	Rent roll concepts, legal concepts and lease abstraction, projecting and measuring financial performance, market leasing assumptions
		7	7/13/2020 - 7/19/2020		
		8	7/20/2020 - 7/26/2020		
Capstone Phase	Capstone Project & Presentation, <b>Final Performance Review</b> and formal documentation of skill acquisition, work produced, and key accomplishments	9	7/27/2020 - 8/2/2020	Intern's choice	Intern identified project related to business process improvement, market research, investment opportunity, marketing, technology, or performance reporting ( <b>to be presented to senior leadership</b> )
		10	8/3/2020 - 8/9/2020		