



Accelerator Planning Toolkit for Organizations

Section 1: Accelerator Foundations

Tool	Purpose	Template or Prompt
Mission Clarity Worksheet	Define the accelerator's core purpose and alignment with organizational goals.	- What gap are we solving?- Who are we serving?- What transformation will they undergo?
Audience Persona Builder	Create 2–3 detailed personas for your target participants.	- Demographics, needs, goals, barriers, motivations
Accelerator Type Selector	Determine model (e.g., business, education, leadership, innovation).	- Cohort-based- 1:1 mentorship- Self-paced hybrid- Incubation + growth stages
Readiness Assessment Checklist	Assess internal capacity (team, tools, funding, time).	<input checked="" type="checkbox"/> Staff assigned <input checked="" type="checkbox"/> Tech stack chosen <input checked="" type="checkbox"/> Budget allocated <input checked="" type="checkbox"/> Pilot strategy



Section 2: Curriculum & Experience Design

Tool	Purpose	Template or Prompt
Curriculum Mapping Canvas	Align learning modules or stages with outcomes and tools.	- Module name- Learning objective- Activities- Resources- Assessment
Milestone & Deliverables Tracker	Define key deliverables by week or phase.	- Week 1: Orientation- Week 4: Midpoint check-in- Final: Demo Day pitch
Mentor Matching Framework	System for pairing participants with mentors.	Match by: experience, sector, availability, interests
Equity & Inclusion Audit	Ensure inclusive curriculum and access design.	- Are materials culturally relevant?- Are supports available for neurodiverse learners?- Accessibility in tech and delivery?



Section 3: Operations & Logistics

Tool	Purpose	Template or Prompt
Timeline & Calendar Planner	Create a launch-to-wrap timeline with touchpoints.	Gantt chart or milestone spreadsheet
Facilitator and Speaker Guide	Recruit, onboard, and prep experts.	Includes email templates, payment tracker, bios
Tech Platform Comparison Chart	Choose LMS, community, or scheduling tools.	e.g., Circle vs. Mighty Networks; Kajabi vs. Thinkific
Budget & ROI Tracker	Track program costs and ROI against outcomes.	- Cost per participant- Funding sources- Long-term return



Section 4: Evaluation & Impact

Tool	Purpose	Template or Prompt
Success Metrics Planner	Define KPIs and how you'll track them.	- % program completion- Business revenue generated- Jobs created- Feedback scores
Participant Feedback Toolkit	Design surveys, focus groups, and reflection tools.	Onboarding, midpoint, final, 30-day post
Post-Program Follow-up Framework	Maintain engagement and measure long-term impact.	- Alumni newsletter- Impact reports- Ongoing mentorship or resources
Reporting & Stakeholder Deck Template	Communicate wins to funders, partners, and board.	- Before vs. after data- Participant stories- Funding ask & next steps

Optional Add-Ons



Add-On	Description
Grant & Sponsorship Proposal Kit	Helps secure accelerator funding
Community of Practice Guide	Set up a peer-to-peer knowledge-sharing network
Digital Badge / Certification Toolkit	Issue credentials to participants for recognition
White-Label LMS Package	Pre-built platform for licensing or resale