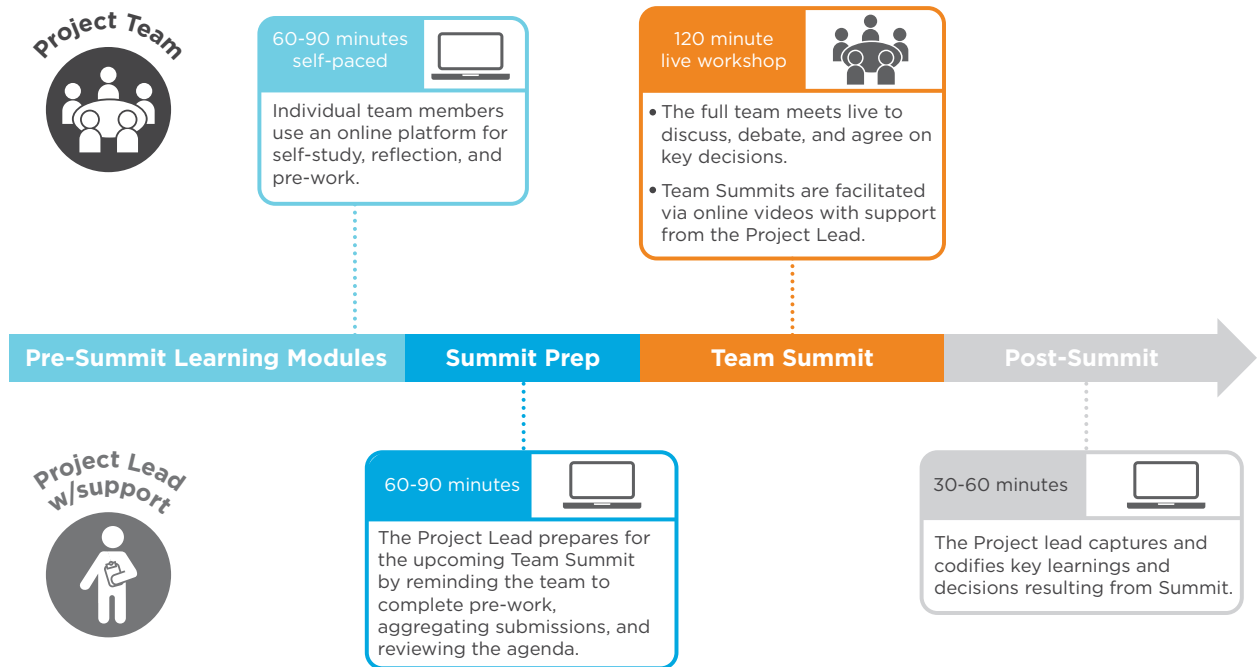


# PROJECT LEAD OVERVIEW

Teams participating in the Accelerator should select one member to act as Project Lead. The Project Lead plays an important role in helping the team prepare for and have powerful conversations. Each Accelerator program has several 2-3 week cycles that the Project Lead helps to plan and facilitate. In a typical 2-3 week cycle:



## Key responsibilities of the Project Lead

- Scheduling Team Summits and managing logistics for these meetings (e.g., reserving conference rooms, setting up projector)
- Supporting facilitation of Team Summits (most of this will be done through the online platform)
- Holding the team accountable for moving through the program (including sending reminder emails for pre-work, meetings)
- Surfacing issues to the CEO or to Bridgespan
- Motivating team members throughout the process

## Support and resources for the Project Lead

- A set of online modules to support project management and facilitation
- Dedicated 1-on-1 coaching sessions with a Bridgespan coach, and group coaching sessions with a Bridgespan coach and other Project Leads
- Ongoing customized emails + “Pro-Tips”

