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## **Succession Plan for:**

## **Date:**

Part 1: Short-Term (Emergency) Succession	
1A) Short-term, You Could Step in For These Leaders:	
A) Name:	Key Tasks:
B) Name:	Key Tasks:
C) Name:	Key Tasks:
1B) Short-term, These People Could Step in For You:	
A) Name:	Key Tasks:
B) Name:	Key Tasks:
C) Name:	Key Tasks:
Part 2: Long-Term (Planned) Succession  1C) Long Term: Employees to be Developed to Replace You:	
A)	Developed to Replace Tou.
B)	
C)	
1D) <u>Long Term</u> : You Can be Developed to Replace These Leaders:	
A)	
B)	
C)	