



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)
- B)
- C)

1D) Long Term: You Can be Developed to Replace These Leaders:

- A)
- B)
- C)