Simple Succession Planning Template

Instructions:

1. Determine the specific job title, current position holder, and the timeline for succession planning.
2. List key competencies required for the role, identify potential succession candidates, and rate their readiness.
3. Outline a development plan for candidates, set performance metrics and KPIs, and establish a monitoring process.

Position for succession	Current position holder	Succession planning timeline	Key competencies	Succession candidates	Readiness rating	Succession development plan	Performance metrics and KPIs	Type of performance monitoring	Emergency contact
The specific position or job title the succession plan is intended for.	The person currently occupying the role covered by the succession plan.	The timeline for identifying, assessing and preparing candidates for the position.	The essential skills and qualifications needed for the position.	Individuals who may be strong candidates for the position	A rating system (0-10) to assess each candidate's readiness for the role, considering factors like qualifications, experience, skills, current performance, & development plan.	The steps to be implemented to develop the candidates' skills and prepare them for the position.	Key metrics that define success in the role and guide development planning for potential successors.	The process for tracking candidates' progress, and offering feedback and coaching as necessary.	The designated contact person or group for emergencies.