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| **Succession Planning Checklist****There are supporting links and documents to support this in the course and on the web site.** |
| **Caution:** In order for any of this to work, you need to work it and take it seriously. If any part of this checklist is not utilized to it’s fullest, the likelihood of failure if very high. | Comments/Ideas/Plans |
| Has the owner of the succession planning process been identified? Why or why not, what is next? |  |
| Have timelines and deliverables been included? Why or why not, what is next?  |  |
| Have critical positions been identified? Why or why not, what is next? |  |
| Have detailed success factors for each critical position been identified? Why or why not, what is next? |  |
| Have development plans for each identified position been created and communicated? Why or why not, what is next? |  |
| Are the leaders being held accountable for executing the plans for succession planning? Why or why not, what is next? |  |
| Is the department or area concerned ready to expand the process as they progress and gain more experience with the process? If not, want needs to change to make this a reality? |  |
| Is the succession plan aligned with the organizations strategic plan? Why or why not, what is next? |  |
| Are candidates promoted in this program succeeding in their new positions? Please expand on why or why not. |  |
| Are we tracking performance metrics and making continuous improvements along the way? Why or why not, what is next? |  |