

# Executive Role Succession Plan Form

## 1. Executive Role Information

Role Title

Department/Division

Current Incumbent

Date Created

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## 2. Critical Responsibilities

List or summarize the position's core duties.

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## 3. Key Competencies

List the essential skills, experiences, and attributes.

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## 4. Potential Successors

Name(s) and current position(s)

Readiness Level

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## 5. Development Actions

Development needs and recommended actions for each successor.

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## 6. Additional Notes / Comments

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Prepared by (Name and Position)

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Date

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