

Executive Role Succession Plan Form

1. Executive Role Information

Role Title

Department/Division

Current Incumbent

Date Created

2. Critical Responsibilities

List or summarize the position's core duties.

3. Key Competencies

List the essential skills, experiences, and attributes.

4. Potential Successors

Name(s) and current position(s)

Readiness Level

5. Development Actions

Development needs and recommended actions for each successor.

6. Additional Notes / Comments

Prepared by (Name and Position)

Date