

Key Position Succession Plan Template

Position Information

Key Position Title	
Department/Unit	
Current Incumbent	
Date Prepared	
Prepared By	

Succession Candidates

Name	Current Position	Readiness Level	Development Needs	Planned Actions

Development Plan

Candidate	Development Activity	Target Completion Date	Status

Succession Risk Assessment

Risk Category	Assessment
Vacancy Impact	
Internal Candidate Availability	
Readiness of Successors	

Remarks/Notes

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