

Succession Planning Document for Leadership Transition

1. Organization Information

Organization Name	
Date	
Prepared By	
Position Title for Transition	

2. Roles & Key Responsibilities

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3. Knowledge & Skills Required

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4. Potential Successors

Name	Current Role	Readiness Level	Development Needs

5. Development Plan

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6. Transition Plan & Timeline

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7. Critical Contacts & Stakeholders

Name	Role/Relationship	Contact Info

Prepared By

Approved By