

Succession Planning Matrix for Leadership Roles

Leadership Role	Current Incumbent	Potential Successor(s)	Readiness Level	Development Actions Needed
Chief Executive Officer				
Chief Financial Officer				
Head of Operations				
Director of Human Resources				
IT Manager				

Readiness Level Legend:

- **Ready Now:** Can step into the role immediately
- **Ready Soon:** Ready within 1-2 years
- **Developing:** Requires >2 years or substantial development