

Succession planning table

Role							
Currently filled by							
Experience in role: (enter: new, still learning, comfortable, mastering the role; ready for something new)							
Is there a development plan in place for the person in the role?							
How will the role be different in 6 months? 18 months?							
Should we modify the role to make better use of the person in it?							
Would we fill the role if the current person left?							
Who would fill the role in an emergency? Or cover for holidays?							
Who could take on the role right now?							
Who might be ready in 6 months?							
Who might be ready for the role in 18 months?							
What outside options exist to fill the role temporarily or permanently? (Consultants who could help short term, people in other parts of the company, people we know of in other companies who we might hire).							
What core capabilities are needed to fill the role?							

For the people who might be ready for one of the roles in the future:

- What development plans do we have in place for them to help them be ready for the role? Are they actually interested in the role?

Are there any roles we don't have now, that we might want to create or fill in the next 18 months?**Notes for follow-up actions:**