**Succession Plan – Template**

**Name of organisation:**

**Date of succession plan:**

**Review date:**

|  |  |  |
| --- | --- | --- |
| **Current Team**  | **New Role Holder** | **Handover Period** |
| **Vital role / task** | **Name of person currently fulfilling it**  | **Likelihood to leave role and associated timescales**  | **End date if known (i.e. date term ends or end of season)** | **Actions required to source replacement**  | **Possible replacement(s) name/s** | **Training / development needs of possible replacement** | **Transition period - start date** | **Transition period -end date** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| \*Likelihood to leave key: 1 = Very unlikely to leave, 2 = Unlikely to leave 3 = Unsure, 4 = Likely to remain, 5 = Very likely to remain. |