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Example 1: Succession Planning Chart

Position title	Incumbent name	Retirement date	Number of candidates	Candidate name(s)	Readiness rating(s)

Example 2: Succession Planning Order of Events

1. The following list of steps for a succession planning process was written by [company name]'s Department of Human Resources. This plan does claim to be comprehensive and may be edited and updated at any time.
 2. The primary goal for this succession plan is to facilitate peaceful and efficient leadership transitions in the events of retirement, resignation or unexpected tragedy. This plan reflects [company name]'s values by ensuring that the continued success of the company remains a high priority.
 3. The positions under consideration are as follows:
 - CEO – [Incumbent name]
 - Vice president – [Incumbent name]
 - District manager – [Incumbent name]
 - [Any details on whether positions will be divided or merged in the event of succession]
 - Office manager – [Incumbent name]
 - Director of marketing – [Incumbent name]
 - Client relations supervisor – [Incumbent name]
 - [Additional positions]
 4. Current employees who intend to retire in the next five years include:
 - [List of future retirees]
 5. Qualifications for key roles include:
 - District manager
 - [2-3 requirements]
 - [Additional positions]
 - [2-3 requirements]
 6. The current candidates for the key roles in order of readiness are:
 - District manager
 - [Candidate name(s) with readiness rating(s)]
 - Director of marketing:
 - [Candidate name(s) with readiness rating(s)]
 7. [Steps to monitor progress and when to install new leaders]
 8. [Steps for ongoing evaluation of new leaders and their performance]
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