

Organisation:

Plan last updated on: _____ **Plan last updated by:** _____

Purpose: The purpose of this succession plan is to identify roles critical to the business, analyse associated risks, and then to create and capture plans to reduce those risks.

Critical Role	Current Incumbant	Risk of current incumbant leaving role	Potential successors	Readiness of potential successors (Immediate / 6 months / 1 year...)	Required Actions

Organisation:

Plan last updated on: _____ **Plan last updated by:** _____

Purpose: The purpose of this talent plan is to identify individuals that are of high value to the business or have high potential, analyse associated risks, and then to create and capture plans to reduce those risks or maximise the individual's potential.

Identified Individual	Current Role	Risk of leaving the business	Potential future roles	Readiness for potential roles (Immediate / 6 months / 1 year...)	Required Actions