

Sample - Succession Planning: Action Plan template

1. VISION						
Goals/Objectives	Critical Positions Addressed	Action Items/Activities Required	Tools	Responsibilities	Target Date	Progress/Comments
		▪				
		▪				

2. BUILD CAPACITY:						
Goals/Objectives	Critical Positions Addressed	Action Items/Activities Required	Tools	Responsibilities	Target Date	Progress/Comments
		▪				
		▪				

3. RECRUIT FOR TOMORROW:						
Goals/Objectives	Critical Positions Addressed	Action Items/Activities Required	Tools	Responsibilities	Target Date	Progress/Comments
		▪				
		▪				

4. RETAIN & ENGAGE:						
Goals/Objectives	Critical Positions Addressed	Action Items/Activities Required	Tools	Responsibilities	Target Dates	Progress/Comments
		▪				
		▪				

* Adapted from a template provided by the Government of New Brunswick -

http://www2.gnb.ca/content/gnb/en/departments/human_resources/career_development/content/succession_planning/guide.html

5. MONITORING & COMMUNICATIONS

Goals/Objectives	Critical Positions Addressed	Action Items/Activities Required	Tools	Responsibilities	Target Dates	Progress/Comments
		▪				
		▪				

6. OTHER

Goals/Objectives	Critical Positions Addressed	Action Items/Activities Required	Tools	Responsibilities	Target Dates	Progress/Comments
		▪				
		▪				

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