

SUCCESSION TEAM ACCOUNTABILITY TRACKER

Use the following questions as a roadmap for ongoing discussions with your succession planning team. Delving into these details and creating accountability around these results will not only foster productivity but will also optimize the value of your collaborative sessions.

To date, what are the top three items that you have made the most significant progress towards with your succession plan? How can you continue to support that success?

1.

2.

3.

Which items in your succession plan are proving to be the most difficult? List all below:

1.

2.

3.

What gaps exist that at this point are most urgent?

1.

2.

3.

What revisions to the plan are necessary?

1.

2.

3.

Have you identified your missing person and detailed the need and job description on a written report? Y/N If not, list below the expectation for completion:

What actions will be taken today to find your missing persons?

1. _____
2. _____
3. _____

What are the next steps?

Who is responsible for them?

What is the deadline?

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

What are the deadlines for those next steps?

When is the next meeting and what is the expectation for each attendee at that time?

Date:

Person: _____ **Task:** _____

Date:

Person: _____ **Task:** _____

Date:

Person: _____ **Task:** _____

Date:

Person: _____ **Task:** _____

Date:

Person: _____ **Task:** _____