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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Management Succession Plan Template**

***Position Information***

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| --- | --- |
| **Position Title:** |  |
| **Department:** |  |
| **Current Incumbent:** |  |
| **Date of Plan:** |  |

***Current Role Overview***

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| --- | --- |
| **Key Responsibilities:** |  |
| **Performance Requirements:** |  |
| **Current Incumbent’s Performance:** |  |

***Successor Identification***

|  |  |
| --- | --- |
| **Potential Successor** | |
| **Name:** | |
| **Current Position:** |  |
| **Department:** |  |
| **Readiness Level:** |  |
| **Development Needs:** |  |
| **Action Plan:** |  |
| **Target Readiness Date:** |  |
| **Risk of Departure:** |  |

***Development and Training Plan***

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| --- | --- |
| **Training Programs:** |  |
| **Coaching and Mentoring:** |  |
| **Job Rotations:** |  |
| **Special Projects:** |  |

***Risk Assessment***

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| --- | --- |
| **Risk of Departure:** |  |
| **Impact of Departure:** |  |
| **Mitigation Plan:** |  |

***Monitoring and Review***

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| --- | --- |
| **Review Frequency:** |  |
| **Next Review Date:** |  |
| **Responsible Parties:** |  |

***Additional Details***

|  |  |
| --- | --- |
| **Notes:** |  |