

Succession Accountability Tracker*

These questions can be used as a guide for discussions in quarterly meetings with your succession planning team. Addressing each of these issues will help to keep your team accountable and maximize the efficiency of your time together.

1. What are the top three accomplishments you have made with your succession plan?

- 1.
- 2.
- 3.

2. Have you identified all of the critical roles for your plan? _____

3. What percentage of those critical roles currently have a successor? _____

4. What actions can you take today to start identifying successor for the other critical roles? _____

5. What communication have you had with successor candidates? Is more needed?

6. What training and development is under way for successor candidates?

*From *Who Comes Next?* by Mary C. Kelly, PhD & Meridith E. Powell, MBA