

Succession Planning Worksheet Project/Task Inventory

Office:

Position:

Project/Task Name		
Project Description		
Milestones/Timeframes/Due Dates		
<i>Milestone/Task/Procedures/Steps</i> (Please include location information about important documents, reports, etc that relate to the specific milestones, tasks, procedures, steps)		<i>Due Date or Timeframe</i>
Important Contacts		
<i>Name and Contact Information (Phone/Email)</i>	<i>Reason or Need for Contact Related to Project or Task</i>	
Stakeholders and Contact Information (<i>Phone, Email, Address if you know it</i>)		