Handout #5

## Succession Planning Worksheet Project/Task Inventory

Office: Position:

| Project/Task Name   |                             |
|---|-----------------------------|
| Project Description   |                             |
|   |                             |
|   |                             |
|   |                             |
|   |                             |
| Milestones/Timeframes/Due Dates   |                             |
| Milestone/Task/Procedures/Steps   | Due Date or                 |
| (Please include location information about important documents, reports   | , etc Timeframe             |
| that relate to the specific milestones, tasks, procedures, steps)   | -                           |
|   |                             |
|   |                             |
|   |                             |
|   |                             |
|   |                             |
|   |                             |
| Important Contacts  |                             |
| Name and Contact Reason or Need for Contact Related to Project or   |                             |
| Information (Phone/Email) Task  | muci Keiaiea io 1 rojeci or |
| Injornation (Phote:Email) Pask  |                             |
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|   |                             |
|   |                             |
|   |                             |
| Stakeholders and Contact Information (Phone, Email, Address if you know it)   |                             |
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