

### Succession Planning Status Worksheet

Position Title	Incumbent Name	Retirement Status	Criticality	Number of Staff Ready Now	Number of Staff Ready in 1-2 Years	Succession Planning Priorities

**Retirement Status:**  
A: Retirement likely within 1 year  
B: Retirement likely within 3 years  
C: Retirement likely within 5 years  
D: Retirement eligible within 5 years  
E: Other

**Criticality:**  
1: Critical – Must “hit the ground running”  
2: Very Important – Fully functional within 6 months  
3: Other