



SUCCESSION PLANNING GUIDE

APPENDIX A: SUCCESSION PLANNING PRIORITY TEMPLATE

Government of
Northwest Territories

This spreadsheet, in conjunction with the Step-by-Step Guide to Succession planning, is designed to help identify positions in most needs of succession planning and to help track our succession planning progress. This sheet will help determine which positions are in most need of succession plans. Follow the steps below to determine the most vulnerable and critical positions and then prioritize your succession planning efforts.

Step 1: Identify how vulnerable each position is using the key below:

| | |
|------------------------|---------------------------------------------|
| High Vulnerability | = No identifiable potential successors |
| Moderate Vulnerability | = Potential successor(s) ready in 1-2 years |
| Low Vulnerability | = Potential successor(s) ready now |

Step 2: Second, identify the criticality each position is using the key below. Consider whether a vacancy in this position could disrupt your organization's ability to achieve the objectives.

| | |
|----------------------|-----------------------------------|
| High Criticality | = Essential to the mission |
| Moderate Criticality | = Moderate impact on the mission |
| Low Criticality | = Little influence on the mission |

Step 3: Finally, determine which positions are highest priority to begin succession planning. It is recommended to prioritize positions with high vulnerability and high criticality first.

| | |
|---------------|-------------------------------------------------------|
| High Risk | = Establish succession plan now |
| Moderate Risk | = Establish a succession plan in the next 6-12 months |
| Low Risk | = Monitor successor progress |

