**Phase 4: Implementation – Project Management Tool**

Implementation will vary based on the scope of positions identified for succession planning and the strategies that have been proposed.

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| **Task** | **Who’s Responsible**  | **Target Completion Date** |
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EXAMPLE

If the occupational series identified for succession planning is the Administrative Officer series, and the strategy is to use Individual Development Plans (IDPs) with the talent pool, then the implementation will involve each employee and supervisor developing and tracking completion of training identified in the IDP. It is reasonable to track the implementation of an IDP over a one to two year time period.

EXAMPLE

If the series identified for succession planning is Hydrologic Technician, and the strategy is to use Knowledge Transfer with the talent pool, then the implementation will involve interviewing seasoned Technicians to capture their experience using the Knowledge Transfer Questions.