

## Appendix: Sample Project Plan

Phases	Activities	Due Date	Responsible
Getting Ready	Understand what succession planning is and how it can work for your organization.		
	View Succession Planning Webinar Series		
	Gather supporting documents which may include: Center Health Review, Strategic Plan, Workforce Plan, FEVS results		
	Pull and review Standard Workforce Data Elements <a href="https://www.usgs.gov/about/organization/science-support/human-capital/usgs-workforce-demographics-measures-and-metrics">https://www.usgs.gov/about/organization/science-support/human-capital/usgs-workforce-demographics-measures-and-metrics</a>		
	Identify leadership sponsor and obtain commitment		
	Identify succession planning team		
Alignment	Conduct SWOT Analysis using supporting documents and Standard Workforce Data Elements as input		
	Formulate business case based on SWOT		
	Estimate budget for succession planning activities		
Analysis	Identify key position(s) for succession planning		
	Identify the talent pool for key position(s) (if talent pool is being determined by management) <b>OR</b> Invite employees to be considered as part of talent pool (if talent pool is being determined by employee responses to survey/email invitation to express interest)		

	Identify competencies for key position(s)		
	Assess ability, engagement, aspiration, and barriers for key position(s) using the USGS Succession Planning Pipeline Assessment Tool		
	Evaluate bench strength for key positions based on Assessment Tool results		
Strategy	Develop succession planning strategies based on Analysis phase		
	Develop budget required to implement strategies		
	Determine which metrics will be used to evaluate succession planning strategies		
Implementation	Document Alignment, Analysis, and Strategy Phase into Succession Plan		
	Develop Communication Plan		
	Implement Communication Plan		
	Implement Succession Planning Strategies		
Evaluation	Conduct quarterly monitoring based on evaluation metrics		
	Prepare evaluation report		
	Make adjustments to program based on evaluation results		
	Reaffirm leadership commitment		