



# Founder/CEO Succession Worksheet

Step	What	Who	When
1	Define #1 Job		
2	Define #2 Job		
3	Define #2 Profile		
4	Hire #2		
5	Define #1 and #2 Work Relationship		
6	Ongoing #1 and #2 Work Relationship		



# At-Risk Team Member Worksheet

Team Member	Direct Manager	Engagement Practice	Who Responsible	When