Appendix O

Template—Implementation Timeline

Instructions for completing Appendix O

As a reference, please refer to the completed sample: Appendix P
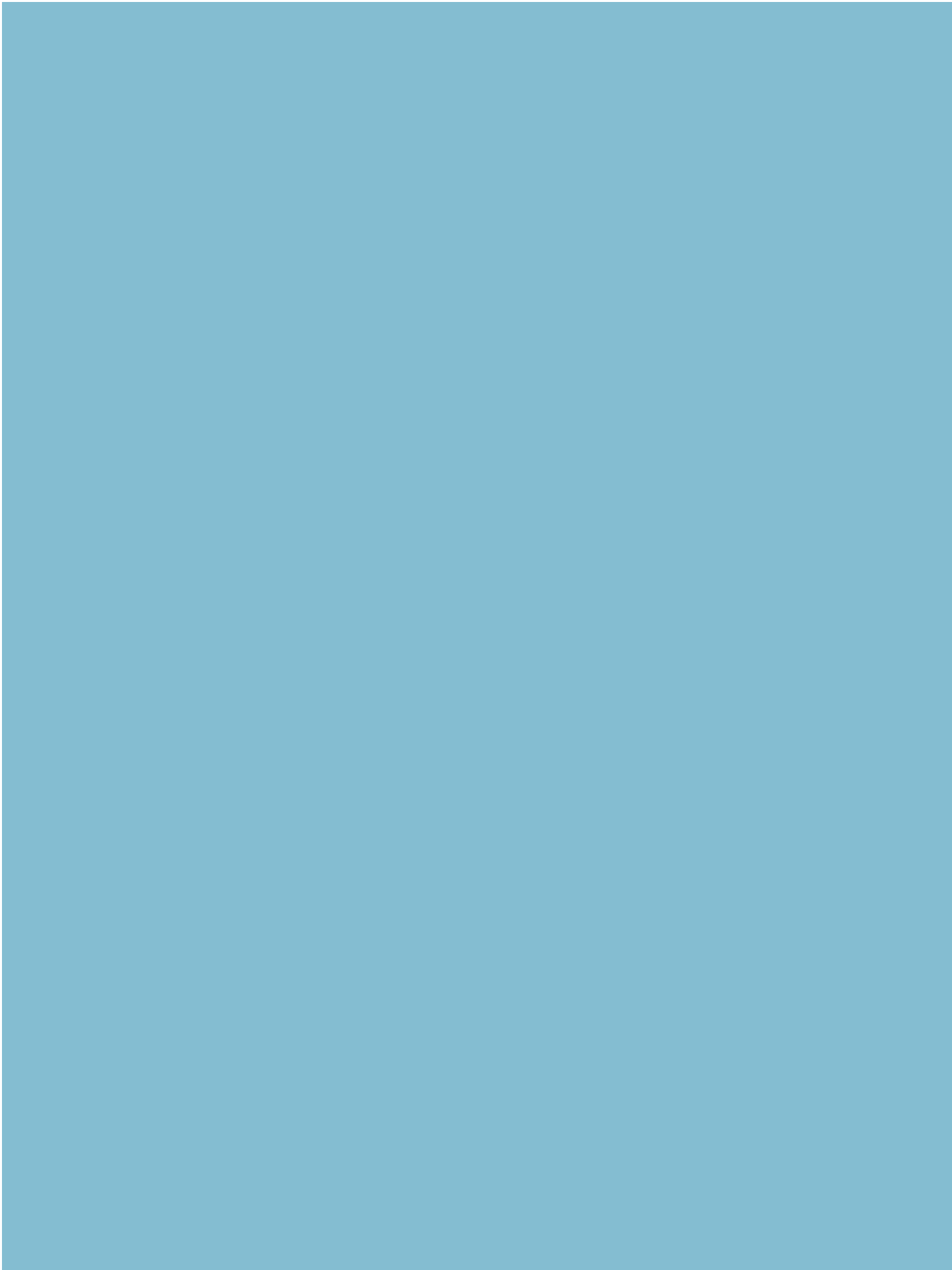
About the Implementation Timeline Template
The Implementation Timeline template provides you with a method for identifying and documenting the steps and associated timeline needed to implement the Succession Management Plan.
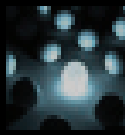
Complete the following:

1. Under the category titled, "Planning the Project", enter the steps needed to plan the project. Refer to the completed sample Appendix P as needed. You may change/add a category or step to the list based on your agency Succession Management Plan needs.

2. Under the category titled, "Detailed Skills Assessment for Key Positions", enter the steps needed to develop each of the skill assessments for the positions your agency has identified in the Succession Management Plan. You may change/add a category or step to the list based on your agency Succession Management Plan needs.

3. Under the category titled, "Candidate/Recruitment Strategy", enter the steps needed to identify potential talent, map potential talent's skills, identify gaps, and to develop and execute your agency recruitment strategy. You may change/add a category or step to the list based on your agency Succession Management Plan needs.

4. Under the category titled, "Career Development Plans/Training, enter the steps needed to identify training and to develop career development plans. You may change/add a category or step to the list based on your agency Succession Management Plan needs.

5. Next to each step, identify the time period needed to complete each step.

Template—implementation timeline

	Week Beginning >>											
	2007 >>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning the Project												
Detailed Skills Assessment for Key Positions												
Candidate/Recruitment Strategy												
Career Development Plans/Training												

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Appendix P

Sample—Implementation Timeline

Succession Management Plan Implementation Schedule

Week Beginning >>
2007 >>

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning the Project												
Conduct/gather research on SMP plans/components												
Analyze and determine usable information												
Draft Succession Management Plan												
Determine deliverables and timelines												
Draft Implementation Timeline												
Review/Modify with Senior Management												
Detailed Skills Assessment for Key Positions												
Interview staff in existing key positions												
Identify necessary technical skills												
Identify necessary management skills												
Determine whether skills are 'required' or 'desired'												
Develop written skills assessment for each position												
Draft skills assessment template for each position												
Draft technical competencies template												
Draft management competencies template												
Draft rating sheets for each position												
Review/Modify with Senior Management												
Candidate/Recruitment Strategy												
Identify potential internal talent for each position												
Map potential talent's skills to requirements for key positions												
Identify gaps (no viable internal talent available)												
Develop external recruiting strategy												
Obtain Senior Management approval												
Notify internal talent of candidacy for positions												
Begin executing external recruiting strategy												
Partner with HRSD												
Career Development Plans/Training												
Conduct research on training												
Analyze and determine usable information												
Draft Core Training Plan												
Identify candidates' strengths, challenges, gaps, & future goals												
Determine potential job reassignments												
Prepare career development plans (candidates)												
Complete training plans												
Establish performance goals in metrics system												
Conduct coaching and mentoring												
Evaluate progress toward goals attainment												

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