



## APPENDIX O

### TEMPLATE—IMPLEMENTATION TIMELINE

### Instructions for completing Appendix O

*As a reference, please refer to the completed sample: Appendix P*

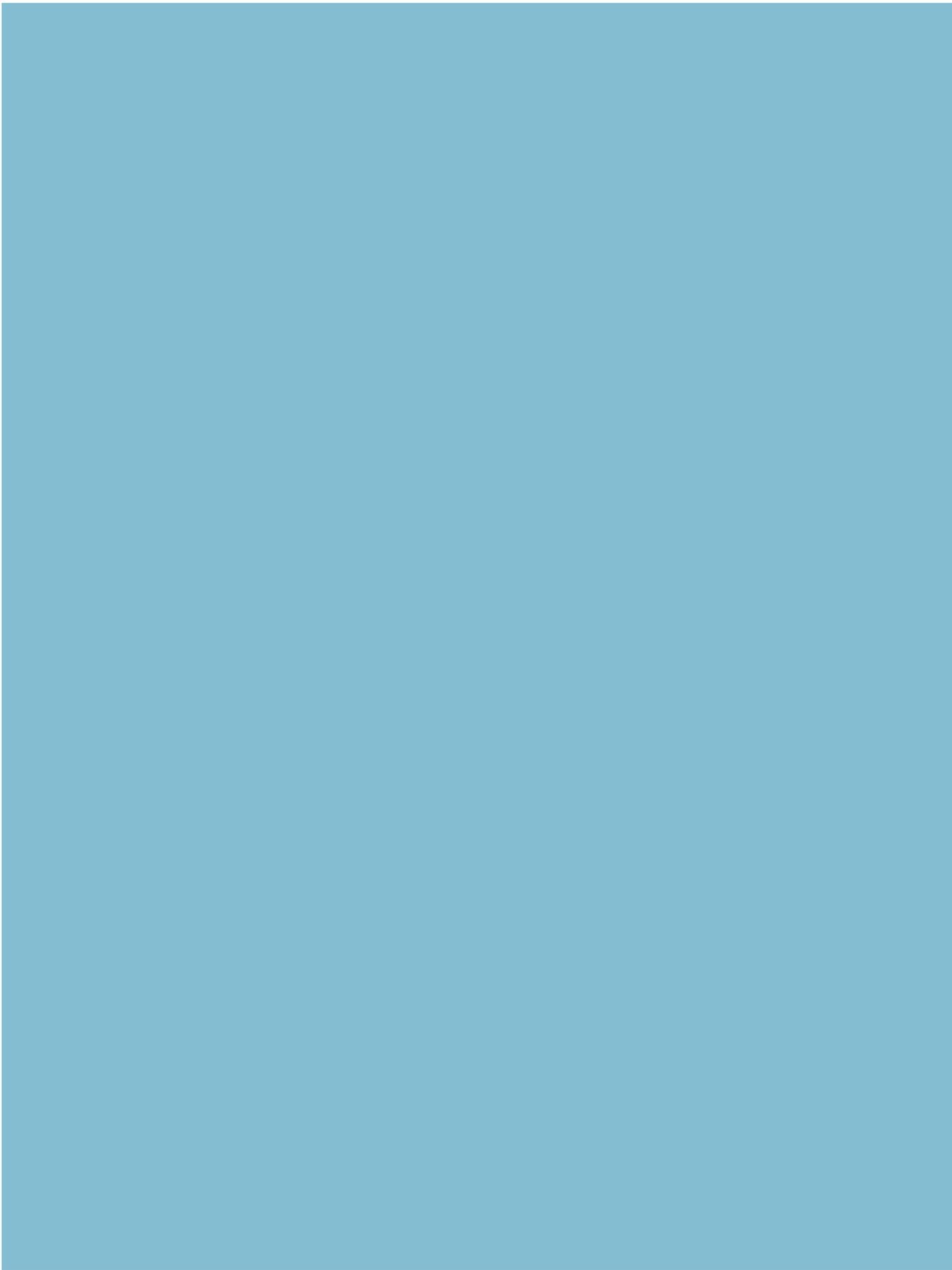
#### **About the Implementation Timeline Template**

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.







## APPENDIX P

### SAMPLE—IMPLEMENTATION TIMELINE

