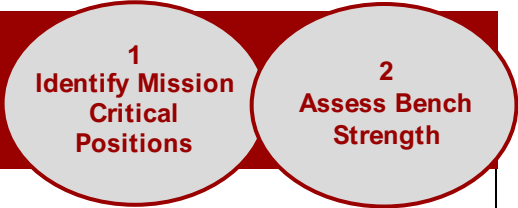


Knowledge Transfer and Potential Successor Development Plan



Potential Successor Name:	Critical Position:	Reports to Position:
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Instructions:

1. Complete the matrix below by responding to each of the questions, referring to the provided example for guidance.
2. Consult with management after completing the initial DRAFT. It may be difficult to judge the importance and impact of the task(s) on the agency. Collaborating with multiple managers in the area will aid in confirming each task's Importance, Availability, and Resources.

Critical Task <ul style="list-style-type: none"> What task do only you know how to complete? What task, if not completed, cause a critical service disruption? 	Critical Knowledge, Skills, and Abilities <ul style="list-style-type: none"> What key knowledge, skills, and/or abilities are needed to perform this task? 	Importance <ul style="list-style-type: none"> How important is the task identified? Indicate if Low, Medium, or High 	Availability <ul style="list-style-type: none"> Is the knowledge and expertise currently available from others in the work area? If yes, indicate who. 	Resources <ul style="list-style-type: none"> What resources (e.g., tools, training, people, references, web sites, etc.) exist to help other learn this task? If resources do not exist, what actions will be taken to create them?
<i>Interpreting policy and collective bargaining agreements for compliance.</i>	<i>Knowledgeable of the collect bargaining agreements to ensure compliance.</i>	<i>Medium</i>	<i>Yes, there is knowledge and experience interpreting collective bargaining agreements for compliance.</i>	<i>Coaching, training, and practical application with the assistance of leadership, OCB Academy resources, website, Collective Bargaining Agreements.</i>