## Template overview

The following template overview provides details on each question asked throughout the Succession plan template as well as links to further information. When you start answering a question in your succession plan, you can refer to the relevant question below to help guide your answer.

### Title page

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Insert business logo** | Adding a logo gives a more professional image. | — |
| **Your name** | Enter the business owner's name. Enter multiple names if there are multiple owners. | — |
| **Your title**  | The titles of the business owner(s) listed above, e.g. Owner/Manager. | — |
| **Business name** | Enter your business name as registered in your state/territory. |  |
| **Main business address** | Enter your main business address. This can be your home address if you are a home-based business or your head office if you have more than one location. | — |
| **Prepared** | The date you finished preparing your Succession plan. | — |
| **Table of Contents** | If you have changed this template in any way, please remember to update the table of contents to reflect the changes. | — |

### The succession

Business & succession details

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Business name** | Enter your business name as registered in your state/territory. |  |
| **Business structure** | Is your business a sole trader, partnership, trust or company? |  |
| **Current owner(s) covered** | Who is covered by this succession plan? Does this apply to all partners? | — |
| **Planned succession type** | Detail the type of succession you have planned? Will you be completely removed from the business or only partially? If it is a partial succession, what will be your future involvement in the business? | — |
| **Successor details** | Who will take over as successor - a family member, business partner or other? How and when will you communicate this to the organisation? Do you have an alternative successor in mind if the chosen successor is unavailable? |  |
| **Succession timeframe** | When do you plan to implement this succession? | — |
| **Restrictions** | Are there any restrictions placed on the succession? | — |

Proposed organisation structure

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Figure 1: Proposed organisation chart** | Briefly outline what the organisation might look like once you leave. For example, who is your successor? If they are internal also outline who will fill their current position. Outline any positions that will be vacant after the reshuffle. | — |

Key personnel changes

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Key personnel changes table** | List all of the positions in the organisation and the people that are expected to fill the position in the event of a succession. For each position outline:* **Job title:** Position title
* **Name:** If known, the name of the employee expected to fill the position. If unknown, add 'Vacant'.
* **Skills required:** Relevant qualifications and/or experience.
* **Training requirements:** What particular training will this person require to fulfil their new role?
 |  |
| **Skill retention strategies** | What procedural documentation do you intend on providing to ensure the skills of staff are maintained? Do you have an appropriate allocation of responsibilities? How will the new responsibilities be documented and communicated to staff? What internal processes will you implement to regularly check that the current skills of staff members are still appropriate for the business? |  |
| **Training programs** | What training programs will you be organising for possible successors? Are these in-house or conducted by external providers? Have you also considered change management training for the organisation in preparation for the succession? |  |

Registration changes

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Registration transfers** | Which registrations do you need to transfer/change? For example, business name, intellectual property, domain name, local licences/permits. |  |
| **Change of business structure** | Do you need to change your business structure? For example, if the business was a partnership and the new structure will be a sole trader. |  |
| **Other transfers** | Lease, memberships or other? | — |

Legal considerations

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Contracts/legal documents** | Is there a legal document that dictates the terms of the succession? If so, what are the terms? Are there any contracts that need to be modified in the event of the succession, e.g. partnership contract? Are there any new contracts that need to be drawn up? |  |
| **Buy-sell agreement** | If you are in a partnership do you have a buy-sell agreement in place? What are the terms? Will the remaining partner(s) buy your partnership share or will it be open to external partners/family members? Does this arrangement apply to all partners in the organisation? |  |
| **Will/testament** | As the business owner(s), have you drawn up a will or testament? What happens to the business or your share of the business in the event of a death? |  |

Insurance

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Current insurance** | What insurance policies do you currently hold in the event of a disability, death or injury?  |  |

Succession timetable

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Succession timetable table** | The timetable provided should detail each phase in the succession process. Phases can include, but are not limited to: planning, business housekeeping (e.g. financial/developmental/legal), successor mentorship/training, handover and transition. For each phase list:* **Phase:** Brief phase description
* **Succession action items:** What are the succession action items that you need to complete for this particular phase?
* **Start date:** When do you expect to start this phase?
* **End date:** When do you expect to end this phase?
 | — |

Contingency/risk management

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Contingency/risk management table** | Detail the risks to the succession and any contingencies. For example: If the sale price you expected is not met, what will happen? For each risk list:* **Succession risk:** What can go wrong while the succession plan is being implemented? What is the potential impact to your business?
* **Likelihood:** Highly Unlikely, Unlikely, Likely or Highly Likely.
* **Impact:**High, Medium or Low.
* **Contingency:** What is your contingency/alternative plan in the event that this risk happens?
 |  |

### The Finances

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Current budget and funding contacts** | What is the current market value of the business? |  |
| **Retirement income/payment** | Detail any retirement payments required on/from the planned succession date for retiring owners. What are the terms? Is it a one-off payment or regular payments?  | — |

### Supporting documentation

| Question/Field | Explanation | More information |
| --- | --- | --- |
| **Supporting documentation** | List all of your attachments here. These may include copies of contracts registrations, and resumes. | — |

**[*INSERT YOUR BUSINESS LOGO*]**

[*Your Name*]

[*Your Title*]

[*Business Name*]

[*Main Business Address*]

 [*Business Name*]

Succession Plan

**Prepared:** [*Date prepared*]

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## The Succession

### Business & succession details

**Business name:** [*Enter your business name as registered in your state/territory.*]

**Business structure:** [*Sole trader, partnership, trust, company*.]

**Current owner(s) covered:** [*Who is covered by this succession plan? Does this apply to all partners?*]

**Planned succession type:** [*Detail the type of succession you have planned? Will you be completely removed from the business or only partially? If it is a partial succession, what will be your future involvement in the business?*]

**Successor details:** [*Who will take over as successor - a family member, business partner or other? How and when will you communicate this to the organisation? Do you have an alternative successor in mind if the chosen successor is unavailable?*]

**Succession timeframe:** [*When do you plan to implement this succession?*]

**Restrictions:** [*Are there any restrictions placed on the succession?*]

### Proposed organisation structure

[*Briefly outline what the organisation might look like once you leave.*]

Figure 1: *Proposed organisation chart. [Complete this chart or include your own.]*



### Key personnel changes

[*List all of the positions in the organisation and the people that are expected to fill the position in the event of a succession.*]

| Job Title | Name | Skills required | Training required |
| --- | --- | --- | --- |
| [*e.g. Owner/Manager*] | [*Mr Chris Brantley*] | [*Relevant qualifications and/or experience in running a business*.] | [*On the job coaching. Formal training in financial management*.] |
| [*e.g. Owner/Manager*] | [*Mr Chris Brantley*] | [*Relevant qualifications and/or experience in running a business*.] | [*On the job coaching. Formal training in financial management*.] |
| [*e.g. Owner/Manager*] | [*Mr Chris Brantley*] | [*Relevant qualifications and/or experience in running a business*.] | [*On the job coaching. Formal training in financial management*.] |
| [*e.g. Owner/Manager*] | [*Mr Chris Brantley*] | [*Relevant qualifications and/or experience in running a business*.] | [*On the job coaching. Formal training in financial management*.] |

#### Skill retention strategies

[*What procedural documentation do you intend on providing to ensure the skills of staff are maintained? Do you have an appropriate allocation of responsibilities? How will the new responsibilities be documented and communicated to staff? What internal processes will you implement to regularly check that the current skills of staff members are still appropriate for the business?*]

#### Training programs

[*What training programs will you be organising for possible successors? Are these in-house or conducted by external providers? Have you also considered change management training for the organisation in preparation for the succession?*]

### Registration changes

**Registration transfers:** [*Which registrations do you need to transfer/change? For example business name, ABN, ACN, GST, intellectual property, domain name, local licences/permits.*]

**Change of business structure:** [*Do you need to change your business structure? For example, if the business was a partnership and the new structure will be a sole trader.*]

**Other transfers:** [*Lease, memberships, other?*]

### Legal considerations

**Contracts/legal documents:** [*Is there a legal document that* *dictates the terms of the succession? If so, what are the terms? Are there any contracts that need to be modified in the event of the succession, e.g. partnership contract? Are there any new contracts that need to be drawn up?*]

**Buy-sell agreement:** [*If you are in a partnership do you have a buy-sell agreement in place? What are the terms? Will the remaining partner(s) buy your partnership share or will it be open to external partners/family members? Does this arrangement apply to all partners in the organisation?*]

**Will/testament:** [*As the business owner(s), have you drawn up a will or testament? What happens to the business or your share of the business in the event of a death?]*

### Insurance

**Current insurance**: *[What insurance policies do you currently hold in the event of a disability, death or injury?]*

### Succession timetable

[*The timetable below should detail each phase in the succession process*.]

| Phase | Succession action items | Start date | End date |
| --- | --- | --- | --- |
| [*Brief phase description*.] | [*What are the succession action items that you need to complete for this particular phase?*] | [*When do you expect to start this phase?*] | [*When do you expect to end this phase?*] |
| [*Brief phase description*.] | [*What are the succession action items that you need to complete for this particular phase?*] | [*When do you expect to start this phase?*] | [*When do you expect to end this phase?*] |
| [*Brief phase description*.] | [*What are the succession action items that you need to complete for this particular phase?*] | [*When do you expect to start this phase?*] | [*When do you expect to end this phase?*] |
| [*Brief phase description*.] | [*What are the succession action items that you need to complete for this particular phase?*] | [*When do you expect to start this phase?*] | [*When do you expect to end this phase?*] |

### Contingency/risk management

[Detail the risks to the succession and any contingencies. For example: If the sale price you expected is not met, what will happen?]

| Succession risk | Likelihood | Impact | Contingency |
| --- | --- | --- | --- |
| [*What can go wrong while the succession plan is being implemented? What is the potential impact to your business?*] | [*Highly Unlikely, Unlikely, Likely, Highly Likely.*] | [*High, Medium, Low.*] | [*What is your contingency plan in the event that this risk happens?*] |
| [*What can go wrong while the succession plan is being implemented? What is the potential impact to your business?*] | [*Highly Unlikely, Unlikely, Likely, Highly Likely.*] | [*High, Medium, Low.*] | [*What is your contingency plan in the event that this risk happens?*] |
| [*What can go wrong while the succession plan is being implemented? What is the potential impact to your business?*] | [*Highly Unlikely, Unlikely, Likely, Highly Likely.*] | [*High, Medium, Low.*] | [*What is your contingency plan in the event that this risk happens?*] |
| [*What can go wrong while the succession plan is being implemented? What is the potential impact to your business?*] | [*Highly Unlikely, Unlikely, Likely, Highly Likely.*] | [*High, Medium, Low.*] | [*What is your contingency plan in the event that this risk happens?*] |

## The Finances

### Current funding level and funding contacts

[]

### Retirement income/payment

[*Detail any retirement payments required from the planned succession date. What are the terms? Is it a one-off payment or regular payments?*]

## Supporting documentation

Attached is my supporting documentation in relation to this succession plan. The attached documents include:

* [*List all of your attachments here. These may include copies of contracts registrations, and resumes*.]

## Glossary

**Contingency** – a planned response to a future circumstance.

**Contract** – a legally enforceable agreement made between two or more parties. A contract may be a verbal contract or a written contract (or may be partly verbal and partly written).

**Domain name** – a name that identifies an organisation's address on the internet, either a website address (the domain name follows the 'www') or an email address (the domain name follows the '@' symbol in the email address).

**Intellectual property** – laws that protect the property rights in creative and inventive endeavours including art, literature, music, films, sound recording, broadcasts and computer programs.

**Licence** – a legal document that grants a business or person with official permission to conduct a certain activity.

**Milestone** – a goal or objective with a target date.

**Permit** – a legal document granting, usually temporary permission, to carry out a planned action.

**Retail lease** – a legally binding contract between a business and a landlord that sets out the terms by which a business can occupy a landlord’s shop or premises.

**Succession** – when a party/parties succeeds or takes over from another.

**Successor** – a person/persons who will take over or succeed.

**Third party** – persons who are not a party to a contract.