

CEO SUCCESSION PLANNING TEMPLATE

By Boardroom Metrics

This CEO succession planning template is designed to help Board of Directors determine the most important criteria for identifying and developing the next CEO. Understanding these criteria is a critical element of effective succession planning. It ensures that the succession planning process focuses on the most important needs of the future organization.

Overview of the business next 3 - 10 years

1. What risks will the organization face over the next 3 – 10 years?
2. What will the strategic priorities of the organization likely be next 3 – 10 years?
3. What will the implications for leadership of the organization be next 3 – 10 years?

CEO Succession Planning Criteria

Overall Description

1. What is the ideal description of the next CEO? Pick one.
 - Visionary Builder
 - Turnaround Specialist
 - Change Agent
 - Custodian/Manager
 - Financial Engineer
 - Other

Educational Background

2. Define the ideal academic background of the next CEO.
 - Academic degree
 - Bachelors degree
 - Master's degree
 - Doctorate Degree
 - Other

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Functional Expertise

3. Define the ideal functional expertise of the next CEO.

- Finance/Accounting
- HR
- Marketing
- Business Development/Sales
- Legal/Compliance
- Manufacturing
- Engineering
- Operations
- Distribution
- Other

Leadership Skills and Expertise

4. Define the ideal leadership skills/expertise of the next CEO.

- Strategic planning
- Analytics
- Performance management
- Decision Making
- Problem Solving
- Team building
- Collaboration
- Communication
- Facilitation
- Crisis Management
- Negotiation
- Other

Industry Experience

5. Define the ideal industry background of the next CEO.

- Internal organization
- Competitive organization
- International organization
- Trade organization
- Advocacy organization
- None
- Other

Career Path

6. Define the ideal career path experience of the next CEO.

- CEO
- COO

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- VP
- Director
- Senior Manager
- Manager
- Other

Personality Traits

7. Define the most important personality traits of the next CEO.

- Adaptable
- Analytical
- Trusting
- Determined
- Patient
- Empathetic
- Decisive
- Committed
- Energetic
- Creative
- Objective
- Consistent
- Other

Internal Candidates for CEO Succession Planning

a. Internal Candidates Currently Ready

Name	Ranking	Additional Development Required

b. Internal Near Term Candidates (1 – 3 years)

Name	Ranking	Additional Development Required

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c. Internal Future Candidates (3 – 5 years)

Name	Ranking	Additional Development Required

External Candidates for CEO Succession Planning

a. External Candidates Currently Ready

Name	Ranking	Additional Development Required

b. External Near Term Candidates (1 – 3 years)

Name	Ranking	Additional Development Required