Transition Plan Template

Add department Logo here

Manager Title Transition Plan

Division Name

Month Year

CONFIDENTIAL

Produced by the Name of the Transition Team

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1 – INTRODUCTION

1. 1 What We Do – Department

Begin by introducing who your department is. What are some of the key deliverables produced, your values, and how do you do what you do?

1. 2 Department Customers

List out all customers that rely on your department from other government departments, The Governor, Non-Profits Organizations, and everyday clients.

1. 3 Department Mission and Vision

Share your department's Mission and Vision statements.

1. 4 Current Strategic Goals

Indicate the department's critical strategic goals to share with the new leadership position.

1. 5 Purpose of Transition Plan

This document aims to provide an overview of XX division and its current state to establish a successful succession plan due to leadership changes. This document will provide new incoming leadership with relevant division information and provides XX *Department* Executive team with a roadmap to ensure a smooth leadership transition.

2 –DIVISION OVERVIEW – CURRENT STATE

2. 1 Division Overview

Include a write up about your Division as a whole (current state).

Example:

The XX division currently comprises five teams: The Fiscal, Regulations, and Projects unit, Investments unit, Marketing unit, Operations unit, and Outreach unit. The division is responsible for:

2. 1. 1 Unit 1 Overview

Include a write-up of unit 2 here.

2.1. 2 Unit 1 Staff Overview

As of XX date, there were X positions in the XX unit. The positions are noted below:

- 1 – Staff Services Manager III (SSM III)
- 2 – Staff Services Manager II (SSM II), one is vacant
- 17 – Staff Services Manager I & Staff Services Manager I (Specialist) (SSM I), three of which are temporary with four vacancies
- 1 – Associate Governmental Program Analyst (AGPA), limited-term

- 1 – Staff Services Analyst (SSA) (vacant)
- 1 – Personnel Technician II (Specialist) (PT II)
- 1 – Office Technician (OT)

2. 1. 2 Unit 1 Org Chart

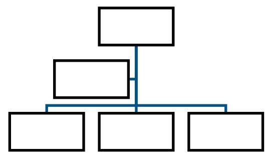

Figure 1. XX Unit Org Chart

2. 2 Unit 2 Overview

Include a write-up of unit 2 here.

2. 2. 1 Unit 2 Staff Overview

As of XX date, there were X positions in the XX unit. The positions are noted below:

- 1 – Staff Services Manager III (SSM III)
- 2 – Staff Services Manager II (SSM II), one is vacant
- 17 – Staff Services Manager I & Staff Services Manager I (Specialist) (SSM I), three of which are temporary with four vacancies
- 1 – Associate Governmental Program Analyst (AGPA), limited-term
- 1 – Staff Services Analyst (SSA) (vacant)
- 1 – Personnel Technician II (Specialist) (PT II)

2. 2. 2 Unit 2 Org Chart

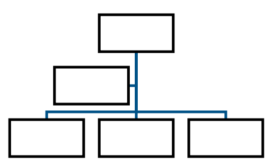

Figure 2. XX Unit Org. Chart

3 – OUTSTANDING XX DIVISION PROJECTS

The project tracker below provides an overview of the division's current projects. This is an ideal way to visualize all project milestones. The tracker provides the team with a roadmap that keeps everything in perspective, ensuring important steps are not missed allowing teams to stay organized and on track.

Project Name	Unit involved	Project Status	Project lead	Date Received	Priority Rating	Milestones	Due Date	Status Updates	Expected Completion Date	Completion Date

Table 1. Organizational Projects

4 – BUDGET

4. 1 Division Budget

The division has a current budget of $XX. (Include here any funding sources and what the division expenses might include). Below is the current budget breakdown:

(Insert division budget here)

5 – SWOT Analysis

5. 1 Divisional SWOT Analysis Overview

A SWOT analysis considers internal and external factors that can either boost or impede the functions within an organization. It is important as it helps a division build on what it's doing well and what is lacking to take the greatest possible advantage of chances for success. The acronym SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. This analysis can help speed a division's transition from a reactive to a proactive mode, enhancing strategy and function.[1] Strengths describe what a division excels at and what sets it apart from similar entities.[2] Weaknesses are those characteristics of a business that gives a disadvantage relative to others. Weaknesses are all those things the team needs to improve on. SWOT weaknesses can prevent the team from achieving division goals and objectives[3]. Opportunities are tangential to strengths and should be thought of similarly. Where strengths are a consideration of what the team currently succeeds at, the opportunities section is an example of how these strengths can create new possibilities.[4] This factor considers elements that could put the organization at risk. Once the division understands the potential threats, the management team can make plans to counteract them. This approach minimizes the risk of threats.[5]

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[1] Human Resource SWOT Analysis
[2] Strength, Weakness, Opportunity, and Threat (SWOT) Analysis
[3] SWOT Analysis Weaknesses Definition and Examples
[4] What is a SWOT Analysis?
[5] SWOT Analysis Guide (With Examples)

5. 2 SWOT Analysis Findings and Action plan

The Transition team met with the division Name stakeholders on XX date. The transition team met with the division Name stakeholders on XX date and conducted a SWOT analysis. The findings are below.

<u>Sample SWOT Analysis:</u>

INTERNAL FACTORS		
	STRENGTHS (+)	IMPORTANCE
	What the team does well	
1	The division has skiled, knowledgable staff	
2		
3		
4		
5		
6		
7		
8		
9		
10		

INTERNAL FACTORS		
	WEAKNESSES (–)	IMPORTANCE
	What the team lacks	
1	Lack of clarity in roles, responsibilities, tasks, etc.	
2		
3		
4		
5		
6		
7		
8		
9		
10		

EXTERNAL FACTORS		
	OPPORTUNITIES (+)	IMPORTANCE
	Example of how the strengths can create new possibilities	
1	Underserved markets for specific products	
2		
3		
4		
5		
6		
7		
8		
9		
10		

EXTERNAL FACTORS		
	THREATS (–)	IMPORTANCE
	Elements that could put the team at risk	
1	Negative attention and/or media coverage	
2	Emerging competitors	
3		
4		
5		
6		
7		
8		
9		
10		

Table 2. SWOT Analysis Findings

As a result of the SWOT analysis, the following takeaways include XX. XX Division is now aware of XX's strengths to build on additional opportunities and reduce XX threats. The transition team recommends the following course of action to mitigate the risks:

(List Action plan next steps)

<u>6 – DIVISION FUTURE STATE</u>

6. 1 Where We Are

Here is where we write, where this division is currently with its existing goals (i.e., current customers, projects, budget, etc.)

6. 2 Where We Are Going

Here is where we write, where this division sees itself in the next 3-5 years, and how they will get there. (i.e., increase customer base by x %, provide new services XYZ)

Example:

Reorganization – Division NAME proposes a new organizational structure to ensure an efficient and effective organization. A restructuring plan will be created to embrace change with staff as part of this organization. During this process, the following deliverables will need to be completed to maximize staff adoption:

- *Create a Reorg/restructure communication plan (When, How, Why)*
- *Revisit mission and vision with the team to ensure it is still aligned with a new structure*
- *Develop a timeline with key milestones*
- *Reset expectations*

6. 3 Rationale

Why is the information above important?

Example:

By accomplishing the items listed above, the Division will position itself to continue to meet the growing needs of its participants to accomplish their retirement planning goals and serve as a leader in the Governmental Defined Contribution Industry.

7 – SUCCESSION AND TRANSITION PLAN

7. 1 Succession Planning – Transition Approach

This section of the transition out plan discusses the overall approach to the transition. Some items which must be considered are: will the division change certain staff roles and responsibilities during the transition, or will they bring in additional staff to handle and manage the transition? How long is the transition? What are your assumptions (i.e., the staff will be available to participate in the transition and receive knowledge transfer, etc.)?

The succession planning template below will help the division identify critical business roles and train employees to fill those roles with minimal disruption. This template also drives employee engagement through professional development. The following template includes position titles that need to be filled, the incumbent's name, and the retirement date. This also includes the number of potential predecessors within the organization and the names of who could fill vacancies after retirement, and their readiness rating. The transition team has met with Division XX Manager Title to complete the information below.

Position Title	Incumbent Name	Retirement Date	Potential Acting Predecessors	Potential Acting Predecessor Name(s)	Readiness Rating
C.E.A.	Jane Doe	12/31/21	2	John Doe Bob Doe	3 5

Readiness rating 1-5 where 1 is not ready and 5 very ready.

Table 3. Succession Planning Template

7. 2 Transition Team

This section of the transition out plan should provide an organizational chart showing all resources and their roles in the transition (i.e., Transition Project Manager, etc.). If necessary, key team members should be from both the incumbent and the customer.

The following chart illustrates the transition team members from XX Division(s) and the roles and responsibilities of each team member.

Example: **Transition Plan Document Project Team**

Department Division	Title	Name	Roles/Responsibilities
Executive	Chief Deputy Director – Project Executive Sponsor and Project Champion	Name	Provide continued support as the project moves forward from beginning to completion. Remove any barriers/impediments identified by the Project Manager. Clarify priorities and provide resources and guidance as needed.
BPIO	BPIO Transition Document Manager	Name	Oversee the completion and delivery of the Transition Document and provide recommendations to ensure all relevant information is captured.
BPIO	BPIO Transition Document Project Manager	Name	Coordinate activities between staff throughout transition; facilitate transition meetings as required to gather all necessary information—edit report as needed.
BPIO	BPIO Transition Document Project Coordinator	Name	Ensure document formatting, including tables and charts, is consistent and user-friendly throughout the document.
Administrative Services	Division Chief - SME	Name	Act as a Subject Matter Expert for the division. Provide written documentation pertinent to their division.

7. 3 Knowledge Transfer

This section should discuss how knowledge will be transferred from the CEA to the new incumbent (documentation/instruction manuals including as-built documents, formal training classes, one-on-one training/knowledge transfer, customer base, passwords, etc.). This is an important consideration as the transfer of knowledge provides operations continuity. This section should also provide a transition plan and timeline on how the knowledge transfer will occur.

For example:

The Title of Role attendance in multiple meetings, including executive, committee, and team meetings, is critical. This role is vital in helping shape the department's direction and keeping operations going. Therefore, the role’s active participation in the meetings below is necessary.

Meetings	Frequency	Main Point of Contact
Executive Team	Every Monday at 10am	Name
Leadership Now	Monthly	Name
Personnel Discussion	Weekly	Name

In this role, the role will be responsible for key deliverables. Below is a list of a sample of assigned tasks:

Deliverables	Frequency / Due Date
Approval of contracts and invoices	On-Going
Participate in second-level Executive interview panels	When Requested

7. 4 Recruitment Process

Recruitment is a process of identifying job vacancies, analyzing job requirements, reviewing applications, screening, shortlisting, and selecting the right candidate for the job vacancy. Human Resources (HR) is responsible for assisting hiring managers/supervisors during all phases of the recruitment process to ensure accuracy, fairness, and an audit-proof process.

Hiring managers/supervisors may request to meet with their assigned Personnel Analyst for a consultation. During a consultation, items such as filling a new position, reclassifying, transferring, reorganization, and other details will be discussed. These details are also documented on the Request for Personnel Action (RPA) form, the starting point for most recruitments. The RPA form is generated by hiring units and used to inform the HR unit of a division's desire to recruit for a vacant position. Additionally, RPAs are supplemented with the following documents, as applicable:

- Duty Statement for the position
- Current duty statement
- Proposed duty statement
- Current organizational chart
- Proposed organizational chart
- Position justification
- Job posting

7. 5 Successor Duties

The current CEA, XX, is scheduled to retire on xx date. Since this is a vital position, a succession plan must be in place. The transition team worked with respective leadership and HR to review and update the successor duty statement. The following duty statement provides the list of duties for the assigned role with an approximate percentage of time spent doing those duties.

7. 6 Recruitment Exercises

As part of the transition team's best practices, recruitment exercises are included in the recruitment process. They provide an opportunity to measure a candidate's ability to perform the job duties outlined in the duty statement. The transition team meets with subject matter experts to collect information related to competencies and specific aspects of job duties qualified candidates should master. This analysis forms the basis of interview questions and exercises developed for specific recruitments.

7. 7 Recruitment Timeline

To ensure minimal disruption in leadership and workflow, a timeline has been provided for the successful recruitment of the new XX (Role). With the incumbent retiring at the end of YEAR, the new leader must be on-boarded by Month Year. Please see the timeline on the following page.

Example:

Recruitment Timeline Milestones **Project Stakeholders:** Transition Team, XX Division, HR, SME, Exec Staff			**Completion Date:** Month Year
Priority #	**Tasks**	**Owner(s)**	**Completion Date**
1	Identify talent within Department	XX Division	July-Sept
2	RPA Package	XX Division, HR	Sept 2021
3	C.E.A. Exam rating	HR	Oct 2021
4	Interview /Exercise Development	Transition Team, SME	Oct-Nov 2021
5	Selection of Candidates/Interview Panel	XX Division, Transition Team	Nov 2021
6	Interview Prep/Panel Orientation	Transition Team	Nov-Dec 2021

Recruitment Timeline Milestones **Project Stakeholders:** Transition Team, XX Division, HR, SME, Exec Staff			**Completion Date:** Month Year
Priority #	**Tasks**	**Owner(s)**	**Completion Date**
7	Interviews/Scoring	Transition Coordinator, XX Division, Exec Staff	Dec 2021
8	Onboarding	XX Division,	Jan 2022

Table 4. Recruitment Timeline