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**Worksheet: Succession planning**

**It’s what you know *and* who you know!**

**Assessing business-critical risk**

What are your **key** internal and external responsibilities? There might be risks involved in delegating these, or in holding on to them. Use the table below to help inform succession planning and capacity building.

**My key responsibilities**

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| **Internal**  e.g. line management, planning, development. | **Opportunities or risks involved in delegating** | **Opportunities or risks involved in *not* delegating** | **Reflections and actions** |
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| **External**  e.g. communications, reporting, partnerships, funding, relationships. | **Opportunities or risks involved in delegating** | **Opportunities or risks involved in *not* delegating** | **Reflections and actions** |
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