WORKSHEET

Overall checklist

What it is for: The whole path on one page
From chapter 8: At a glance

	STEP	WHAT YOU DO	CHAPTER
☐	**Recognise**	Check the warning signs, determine the urgency for each person.	1
☐	**Goal**	Define what the successor can solve alone after the farewell.	2
☐	**Map**	Collect topics and rate them by form, frequency and risk.	2
☐	**Backward plan**	Count back from the last working day, subtract remaining leave.	2
☐	**Ground rules**	Talk to the person, clarify data protection, works council and credit.	2
☐	**Tandem**	Name the successor, assign roles and permissions, free up time.	3
☐	**Template**	Choose a template in INTERVIEWER, adapt it and duplicate it for your topics.	4
☐	**Interviews**	Two conversations a week, rare and expensive topics first, have every iDoc checked.	4
☐	**Learning content**	Turn iDocs into short content in CAMPUS, approve it and make it visible to the successor.	5
☐	**Tandem stages**	Watching, doing it yourself, working alone.	5
☐	**Farewell**	Tick off the handover checklist, honour the person's contribution.	5
☐	**Afterwards**	Keep the gap list, maintain the content, plan for the next person.	6
☐	**Report**	Report on one page on the last day, after three and after twelve months.	7