WORKSHEET

Backward plan

What it is for: When each phase must begin at the latest
From chapter 2: Plan the handover

Last day according to contract _____ **Remaining leave and overtime in working days** _____

PHASE	DURATION (GUIDELINE)	BEGIN AT THE LATEST
Conversation with the person and knowledge map	2 weeks	
Interview series with INTERVIEWER, the last four weeks in parallel with tandem stage 1	12 weeks	
Tandem stage 1: Watching	4 weeks	
Tandem stage 2: Doing it yourself	6 weeks	
Tandem stage 3: Alone	at least 4 weeks	
Buffer and farewell	2 weeks	

First subtract the remaining leave from the last day, then count back row by row from bottom to top. In the online version the plan calculates for you.