WORKSHEET

# Handover list

**What it is for:** Who leaves next and whether a plan is in place
From chapter 6: After the farewell

Update once a year. The list shows at a glance who still has no plan.

| NAME | AREA | LAST DAY | URGENCY | PLAN? | SUCCESSOR |
|---|---|---|---|---|---|
| | | | Monitor · Plan · Start · Emergency | Yes · No | |
| | | | Monitor · Plan · Start · Emergency | Yes · No | |
| | | | Monitor · Plan · Start · Emergency | Yes · No | |
| | | | Monitor · Plan · Start · Emergency | Yes · No | |
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