

**BUSINESS SUCCESSION PLANNING CHECKLIST**

The Succession Planning Checklist is based upon the Business Succession Planning Model and is to be used in conjunction with the Model. For detailed information, refer directly to the Model.

**A. GOALS AND OBJECTIVES**

- Identify need for succession plan
- Develop vision, goals and objectives
- Establish personal retirement goals
- Identify family/stakeholder goals
- Establish a team of professional advisors

**B. DECISION MAKING**

- Involve family members in the decision-making process
- Establish method for dispute resolution
- Communicate wishes to family/stakeholders

**C. SUCCESSOR(S)**

- Identify successor(s)
- Ownership
- Management
- Identify required training for successor(s)
- Provide training to build vision for the future of the business
- Provide support to successors

**D. ESTATE PLANNING**

- Address taxation implications to the owner/business upon sale or transfer of ownership
- Develop an estate and personal financial plan for owner, spouse and the succeeding generation
- Detail retirement income needs
- Provide for active and non-active family members

**E. CONTINGENCY PLANNING**

- Identify potential problem areas
- Develop “What If” scenarios
- including action plans

**F. CORPORATE STRUCTURE AND TRANSFER METHODS**

- Is business to be transferred to family members or sold
- Define roles and responsibilities for family members and key employees
- Fill key management positions
- Identify role(s) for retiring owner
- Restructure the business, if required
- Consult with professionals (lawyer, accountant, financier)

**G. BUSINESS VALUATION**

- Obtain professional input into determining a fair market value for the business
- Determine what is to be sold
- Consideration to: profitability, business location, inventory level, financing of buyout

**H. EXIT STRATEGY**

- Determine method of transfer
- Establish a timeline for implementation of the succession plan
- Publish the Plan so that affected individuals are aware
- Communicate regularly with all affected parties

**I. IMPLEMENTATION/FOLLOWUP**

- Review the Plan on a regular basis and update as necessary