



GUIDE

TRANSITION SCHEDULE



A planning system for navigating executive transition periods

[ENTITY NAME]

TASK/ACTIVITY	TASK LEAD	% DONE	WEEKS																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1.0 Develop strategic governance vision		0%	PLAN	ACTUAL																		
2.0 Close campaign and organize transition program		0%		PLAN	ACTUAL																	
3.0 Plan and manage inauguration		0%			PLAN	ACTUAL																
4.0 Conduct agency baseline assessments		0%				PLAN	ACTUAL															
5.0 Organize executive staffing teams		0%					PLAN	ACTUAL														
6.0 Recruit and appoint initial personnel		0%						PLAN	ACTUAL													
7.0 Design and launch executive agenda		0%							PLAN	ACTUAL												
8.0 Develop budget plan and revamp budget process		0%								PLAN	ACTUAL											
9.0 Plan and launch legislative relations program		0%									PLAN	ACTUAL										
10.0 Design and build stakeholder engagement program		0%										PLAN	ACTUAL									
11.0 Design and develop communications program		0%											PLAN	ACTUAL								

PLAN ACTUAL % DONE

PROBLEMS ENCOUNTERED

ADJUSTMENTS RECOMMENDED

SEE IT.	3. OWN IT ▶	3.1 GUIDE	3.2 PULSE	3.3 FORECAST	3.4 AGENDA
FIX IT.					
OWN IT.					
TRACK IT.					

Transition Schedule