

Department of Human Services  
2008 Business Plan  
Administration/Office:

<b>Initiative (Project) Name</b>		<b>Person Responsible</b>
<b>Financial, Quality and Technology Services Succession Plan</b>		<b>Chuck Jones</b>
<b>Strategic Plan Goal (If applicable)</b>		
Goal 1 Support Staff and improve Internal efficiency		
<b>Initiative (Project) Description</b>		
The purpose of this project is to ensure that our administration has a viable pool of candidates that can fill vacant positions and that we are positioned to successfully and efficiently transfer knowledge from one position to another or from one individual to another.		
<b>Initiative (Project) Outcomes</b>		<b>Status/Date</b>
<ol style="list-style-type: none"> <li>1. A pool of candidates for critical positions that is prepared to step in with minimal on the job training</li> <li>2. Knowledge, polices and procedures are captured for transfer to new people joining FQT.</li> </ol>		<ol style="list-style-type: none"> <li>1. 3/08 pool of critical positions identified</li> <li>2. Knowledge transfer is beginning. First forms due 7/31/08</li> </ol>
<b>Tracking Methods</b>		
<ol style="list-style-type: none"> <li>1. Lists of critical positions submitted by each section</li> <li>2. Knowledge transfer forms for each position</li> </ol>		
<b>Dates</b>	<b>Milestones</b>	<b>Status</b>
2/25/08	Identification of critical positions & functions	Completed
3/21/08	Identification of knowledge that we want to capture for each of these positions	Completed
7/31/08	Recording the knowledge that needs to be transferred to the critical positions-Phase 1	In progress
8/31/08	Identification of mechanisms to get potential candidates the knowledge and experience that they need	Completed
9/30/08	Begin process of migrating knowledge	In progress
<b>Benefits</b>		
Training and recruitment time should be significantly shortened		

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<b>Risks (Barriers) and Dependencies</b>
Need to be careful that we are not pre-selecting any candidates for particular positions. Staff time available to devote to this function is limited.
<b>Accomplishments</b>
<ol style="list-style-type: none"><li>1. Have the critical staff selected for succession planning</li><li>2. Have identified the type of information that we want to capture</li></ol>

Example