

Business Succession & Key Person Plan

Protecting the Business When Leadership Changes

What happens to your business if the owner, CEO, or a key employee is suddenly unavailable — through illness, death, disability, or departure? This section ensures your business survives any leadership disruption.

WHY THIS MATTERS

More than 50% of family businesses fail within 18 months of the founder's death or incapacitation due to lack of a succession plan. This section is your business survival insurance.

Business Ownership Structure

Entity Type:	_____	State of Formation:	_____
Owner / Principal #1:	_____	Ownership %:	_____
Owner / Principal #2:	_____	Ownership %:	_____
Owner / Principal #3:	_____	Ownership %:	_____
Owner / Principal #4:	_____	Ownership %:	_____
Buy-Sell Agreement in Place? Y/N — Location: _____			
Operating Agreement / Shareholder Agreement Location: _____			
Business Attorney:	_____	Attorney Phone:	_____

Succession Plan Summary

Designated Successor (Owner):	_____	Relationship:	_____
Designated Successor (Operations):	_____	Title / Role:	_____
Succession Plan Completion Date:	_____	Last Reviewed:	_____
Succession Plan Document Location: _____			
Has Succession Plan Been Shared With Successor? Y/N: _____			

Key Person Identification & Dependencies

Business Resilience OS

Key Person Name	Title / Role	Critical Functions Held	Backup / Cross-Trained?	Key Person Insurance? Y/N	Policy Amt \$

Key Person Life & Disability Insurance

Insured Person	Carrier	Policy #	Death Benefit \$	Disability Coverage	Beneficiary (Business)	Annual Premium

Emergency Leadership Protocol

If the primary owner or CEO is incapacitated, this protocol defines who takes over what functions — and in what order.

Function / Decision Area	1st in Command	Phone	2nd in Command	Phone	Authority Limit \$	Notes

Business Resilience OS

Function / Decision Area	1st in Command	Phone	2nd in Command	Phone	Authority Limit \$	Notes

Owner / CEO Absence Checklist

- ☐ Identify and notify employees of interim leadership — communicate clearly
- ☐ Confirm who has signature authority on business bank accounts
- ☐ Confirm who can authorize payroll to run
- ☐ Confirm who can execute contracts and purchase orders
- ☐ Confirm who manages key client relationships and communications
- ☐ Review all deadlines in the next 30/60/90 days with interim leadership
- ☐ Notify board members, investors, and key stakeholders as appropriate
- ☐ Contact business attorney to review any legal implications

Exit & Transition Planning Notes

Estimated Business
Valuation:

Valuation Date / Method:

Valuation Professional:

Valuation Firm Phone:

Target Transition / Exit
Date:

Preferred Exit Strategy:

Exit Strategy Options Considered (Sale, ESOP,
Merger, Family Transfer, etc.):

Business Broker / M&A Advisor:

CPA / Tax Advisor for Exit: