



Develop Your Transition Plan

Now that you've learned about the factors and strategies for transitioning to a full-time COO role, it's time to put this knowledge into action.

Task: Create your own transition plan using the steps below:

1. **Assess Your Current Situation:** Identify if increased demand, sustained growth, or long-term strategy necessitates a full-time COO.
2. **Identify Key Areas of Need:** Pinpoint specific areas requiring additional leadership.
3. **Develop a Timeline:** Establish key milestones and deadlines for the transition.
4. **Plan Knowledge Transfer:** Outline steps for a thorough knowledge transfer to maintain continuity.
5. **Create an Onboarding Plan:** Develop an onboarding plan, including introductions to key stakeholders and an overview of current projects.
6. **Communicate the Plan:** Ensure all relevant stakeholders are aware of the transition plan and their roles in supporting the transition.

1. Assess Your Current Situation:

- Increased Demand:
- Sustained Growth:
- Long-Term Strategy:

2. Identify Key Areas of Need:

- Specific Areas:

3. Develop a Timeline:

- Key Milestones:
- Deadlines:

4. Plan Knowledge Transfer:

- Steps for Knowledge Transfer:

5. Create an Onboarding Plan:

- Onboarding Steps:

6. Communicate the Plan:

- Communication Strategy:

Fill out the template to organize your transition plan and ensure a smooth shift to a full-time COO role.