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## Business Succession Planning

1. Describe your current position in the company. What duties/responsibilities would you want to have:
  - a. If \_\_\_\_\_ died or became disabled?
  - b. In 3-5 years from now?
  - c. In 10 years from now?
  - d. What steps would you need to take in order to assume new duties/responsibilities over the next 3,5,10 years?
  
2. A. Identify which employees would be considered key employees in the business today.  
B. If that key employee died, became disabled or retired, what plans should be made now to find their replacement?
  
3. A. Identify key weaknesses that currently exist in the operations/management of the company.  
B. Identify what steps the company should take to correct/improve upon those weaknesses.
  
4. A. Identify the major problems that you believe the company currently faces, short term and long term problems.  
B. What steps should the company take currently to face those problems?  
C. What strategic long term initiatives should the company take to address its long term problems?
  
5. Describe the current organizational chart:
  - a. If \_\_\_\_\_ died or became disabled, how would you restructure/change the organizational chart and management of the company?
  - b. If \_\_\_\_\_ died, retired or became disabled in 10 years, how would you want the organizational chart and management of the company to be structured?
  
6. A. What three recommendations would you make to improve the profitability of the company in 2012?  
B. What three recommendations would you make to improve the profitability of the company over the next 3-5 years?