

The steps in the transfer of management process are generally the following:



For each of the steps in the process you should make a list of the elements or activities to complete and their respective timelines.

Be as specific and detailed as possible.

Next, write down what you have already completed up to this point. What is completed? What is left to do?

Process Steps	Elements of the plan (<i>examples</i>)	Timeline	Completed	To Do	Person Responsible
Deciding to take over	<ol style="list-style-type: none"> 1. Thinking about the reasons why you want to engage in an MBO 2. Talking about your thoughts and creating the management team 				
Preparing for the succession	<ol style="list-style-type: none"> 1. Clarifying expectations on both sides 2. Participate in drafting a strategic plan, including determining the skills needed to take over the company 3. Drawing up a training plain (see list) 4. Implement plan and follow-up 				
Co-management	<ol style="list-style-type: none"> 1. Establish the career path of the successor (see list) 2. Implement plan and follow-up 				
Owner-manager exit	<ol style="list-style-type: none"> 1. Discuss the owner-manager's exit strategy with the owner-manager 2. Discuss the disengagement plan with the owner-manager 3. Implement plan 				