

TOOL: TRANSITION PLANNING DOCUMENTATION

- This tool will help you assess what documents you need – e.g. land appraisal, interim land use agreement, decision making framework and accounting documents.
- To use this tool, sit down together and list all the tools and documentation you will need to complete over the course of the transition. Tools may be in the YA Transition Toolkit or from other transition resources. Documents will need to be created for your transition based on the information gathered through the tools.
- Download this tool here: youngagrarians.org/tool-transition-documents

STAGE	TOOL / ACTIVITY / EXERCISE TO TRY	POSSIBLE DOCUMENTATION	DOCUMENTATION NEEDED FOR YOUR TRANSITION
STAGE 1: SET A VISION	FROM THE TOOLKIT: Setting your Vision Legacy Letter Communication Assessment OTHER TOOLS: FCC Transition Conversation Starter	Transition Vision: Personal, Family, Collective; Legacy Letter	
STAGE 2: ASSESS	FROM THE TOOLKIT: Key Challenges Assessment Testing the Models OTHER TOOLS: SWOT Analysis 8 Forms of Capital Exercise Sweat Equity	Financial Assessment, Appraisals of farm business, land	
STAGE 3: MAKE A PLAN	FROM THE TOOLKIT: Farm Decision-Making Framework OTHER TOOLS: Porcupine from AGRI Elaine Froese Transition Tools	Transition Timeline, Business Plan, Retirement Plan, Wealth Management Plan, Transition Team	
STAGE 4: DOCUMENT	FROM THE TOOLKIT: Transition Planning Process Worksheet	Memorandum of Understanding, Land Lease, Shareholders Agreement, Wills	
STAGE 5: IMPLEMENT	FROM THE TOOLKIT: Calculating Labour & Profit Distribution	Schedule for transfer of assets, interim solution agreements, Marketing Plan, Standard Operating Procedures	
STAGE 6: MAINTAIN		Ongoing Learning Plan, Schedule of meetings, Journal, Communication strategy	