

Network Infrastructure **Assessment**

Document your current network setup before an office move. This structured template captures every aspect of your network infrastructure to ensure nothing is overlooked during migration planning.

8

ASSESSMENT
AREAS

100%

NETWORK
COVERAGE

Pre-Move

ESSENTIAL
PLANNING

Free

ASSESSMENT
TEMPLATE

How to Use This Template

Complete this assessment before planning an office move or network upgrade. Walk through every section with your IT team. This document becomes the baseline for planning your new network infrastructure.

1 Internet & WAN Connectivity

Document all internet circuits, WAN links, and ISP details.

Primary ISP:

Circuit Type (FTTP/Leased Line/Broadband):

Bandwidth (Down/Up):

Contract End Date:

Circuit Reference:

Monthly Cost:

Secondary / Backup Connection

Backup ISP:

Circuit Type:

Bandwidth:

Failover Method (Auto/Manual):

Monthly Cost:

Static IP Addresses

Public IP Range:

Used For (VPN/Email/Web):

Migration Tip

Order new internet circuits at least 8 weeks before your move date. Leased lines can take 60–90 business days. Check if your existing ISP can transfer your service and public IP addresses to the new location.

2 LAN Infrastructure

Document all switches, patch panels, and structured cabling.

LOCATION	EQUIPMENT	MAKE / MODEL	PORTS USED / TOTAL
Server Room	Core Switch		
Server Room	Distribution Switch		
Floor 1	Access Switch		
Floor 2	Access Switch		

Cabling Standard (Cat5e/Cat6/Cat6a):

Total Network Points:

Patch Panel Configuration:

3 Wireless Network

Document all wireless access points, coverage, and configuration.

LOCATION	AP MAKE / MODEL	SSID(S)	BAND

WiFi Controller / Cloud Management:

Guest WiFi Isolation:

802.1X Authentication:

4 Firewall & Security

Document firewall configuration, VPN, and security appliances.

Firewall Make / Model:

Firmware Version:

Support/Licence Expiry:

NAT Rules (Count):

VPN Type (Site-to-Site / Client):

VPN Users (Count):

Content Filtering:

IDS/IPS Enabled:

5 VLAN Configuration

Document all VLANs, their purpose, and subnet allocations.

VLAN ID	NAME	SUBNET	GATEWAY		
1	Default	192.168.1.0/24	192.168.1.1	192.168.1.100-200	Corporate LAN
10	Servers	10.0.10.0/24	10.0.10.1	Static only	Server infrastructure
20	VoIP	10.0.20.0/24	10.0.20.1	10.0.20.100-200	IP phones
99	Guest	10.0.99.0/24	10.0.99.1	10.0.99.50-150	Guest WiFi (isolated)

6 Servers & Key Services

Document all on-premise servers and the services they provide.

HOSTNAME	ROLE	OS	IP ADDRESS
	Domain Controller		
	File Server		
	Application Server		

7 Phone System

Document the telephone system configuration.

System Type (On-Prem PBX / Hosted VoIP / Teams):

Provider:

Number of Extensions:

Main Number(s):

DDI Range:

Contract End Date:

Call Recording:

Notes

Need a Professional Network Assessment?

Our engineers can conduct a comprehensive network assessment and produce a detailed migration plan.

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