CLOUDSWITCHED

FREE RESOURCE — SPREADSHEET

Network Capacity Planning Worksheet

Bandwidth requirements calculation, growth forecasting, and capacity thresholds for proactive network management. Plan your network capacity before you hit the limits.

5	80%	Forecast	Free
PLANNING AREAS	UPGRADE THRESHOLD	PLAN 12–24 MONTHS AHEAD	PLANNING WORKSHEET

How to Use This Worksheet

Complete each section with current usage data from your monitoring tools. Calculate requirements, compare to capacity, and identify where upgrades are needed. Review quarterly to track growth trends and adjust forecasts.

1 Internet Bandwidth Requirements

Calculate total bandwidth demand from all applications and users.

APPLICATION/SERVICE	USERS	BANDWIDTH PER USER	PEAK TOTAL	
Web browsing & email		2 Mbps		Medium
Microsoft Teams (video)		4 Mbps up+down		High
Cloud applications (SaaS)		3 Mbps		High
Cloud backup (daily upload)		Varies		Low (schedule off-peak)
VoIP (internet-based)		100 Kbps per call		Critical
Software updates/patching		Varies		Low (schedule)
Guest WiFi		1 Mbps (capped)		Low
Total Peak Demand			**Mbps**	

Current Internet Bandwidth (Down/Up): .....

Current Peak Utilisation (%): .....

Headroom Available: .....

Upgrade Trigger (80% sustained): .....

2 LAN Capacity Assessment

SWITCH/LOCATION	TOTAL PORTS	USED PORTS	AVAILABLE

3 WiFi Capacity Assessment

ACCESS POINT	LOCATION	MAX CLIENTS	CURRENT PEAK

WiFi Capacity Tip

When any AP consistently serves more than 30–40 clients during peak periods, or average client throughput drops below 20 Mbps, it is time to add capacity. This can mean additional APs, wider channel widths (if interference allows), or moving to WiFi 6/6E for higher efficiency.

4 Growth Forecast

Project capacity requirements based on planned business growth.

METRIC	CURRENT	6 MONTHS	12 MONTHS
Headcount			
Internet bandwidth demand (Mbps)			
Switch ports needed			
WiFi clients (peak)			
Cloud storage (GB)			
VPN concurrent users			

5 Upgrade Plan

COMPONENT	CURRENT CAPACITY	REQUIRED CAPACITY	UPGRADE OPTION	
Internet circuit				£
Core switch				£
Access switch(es)				£
WiFi access points				£
Firewall throughput				£
Total Upgrade Budget				**£**

Notes

Need Network Capacity Planning?
Our engineers analyse your current network usage and design upgrade paths that stay ahead of your business growth.
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