Network Documentation Template

Document your network topology, IP addressing, VLANs, and configurations in a structured, maintainable format. Essential for troubleshooting, compliance, and knowledge transfer.

7	Complete	Maintain	Free
DOCUMENTATION SECTIONS	NETWORK VISIBILITY	UPDATE AFTER EVERY CHANGE	TEMPLATE RESOURCE

How to Use This Template

Complete each section to build a comprehensive network documentation pack. Store this document securely (encrypted) and update it after every change. This is a living document — schedule quarterly reviews to ensure accuracy.

1 Network Overview & Diagram

Provide a high-level summary of the network and reference the topology diagram.

Organisation: .....

Network Documentation Version: .....

Last Updated: .....

Updated By: .....

Total Sites: .....

Total Users: .....

Network Diagram Location: .....

Attach or reference a network topology diagram showing all sites, WAN links, firewalls, switches, servers, and internet connections. Use a tool such as draw.io, Visio, or Lucidchart. Store the editable source file alongside this document.

Diagram Best Practices

Use a consistent colour scheme: blue for switches, red for firewalls, green for servers, orange for wireless. Include IP addresses, interface names, and link speeds on the diagram. Maintain separate logical and physical diagrams for complex networks.

2 IP Address Management (IPAM)

Document all subnets, DHCP scopes, and static IP allocations.

SUBNET	CIDR	VLAN	GATEWAY		
192.168.1.0	/24	VLAN 1	192.168.1.1	192.168.1.100–200	Corporate LAN
10.0.10.0	/24	VLAN 10	10.0.10.1	Static only	Server infrastructure
10.0.20.0	/24	VLAN 20	10.0.20.1	10.0.20.100–200	VoIP phones
10.0.30.0	/24	VLAN 30	10.0.30.1	10.0.30.50–200	Wireless clients
10.0.99.0	/24	VLAN 99	10.0.99.1	10.0.99.50–150	Guest WiFi (isolated)

Static IP Allocations

IP ADDRESS	HOSTNAME	DEVICE TYPE	LOCATION

3 VLAN Configuration

Document all VLANs with their purpose, tagging, and access control rules.

VLAN ID	NAME	SUBNET	TRUNK PORTS			
1	Default	192.168.1.0/24	All trunks	Unassigned ports	Full access	Legacy / management
10	Servers	10.0.10.0/24	All trunks	Server ports	Restricted from guest	Server infrastructure
20	VoIP	10.0.20.0/24	All trunks	Phone ports	QoS priority	IP telephony
30	Wireless	10.0.30.0/24	AP trunks	N/A	Standard access	Wireless clients
99	Guest	10.0.99.0/24	AP trunks	N/A	Internet only	Guest access

4 Hardware Inventory & Configuration

Document all network hardware with model, firmware, and configuration details.

HOSTNAME	TYPE	MAKE / MODEL	SERIAL
	Firewall		
	Core Switch		
	Access Switch		
	Access Point		

Configuration Backup Location: .....

Backup Frequency: .....

Backup Method: .....

5 Internet & WAN Links

Document all internet connections and site-to-site links.

CIRCUIT	ISP	TYPE	BANDWIDTH
Primary			
Backup			
Site-to-Site VPN			

6 DNS & DHCP Configuration

Document DNS servers, forwarders, and DHCP server configuration.

DNS Configuration

Primary Internal DNS Server: .....

Secondary Internal DNS Server: .....

External Forwarders: .....

Internal Domain Name: .....

Key DNS Records (External)

RECORD TYPE	HOSTNAME	VALUE	TTL
A			
MX			
TXT (SPF)			
CNAME			

7 Credentials & Access

Reference (do not store inline) the secure location of all network device credentials.

Security Warning

Do NOT store passwords in this document. Reference the password manager vault and entry name only. All network device credentials should be stored in an approved password manager (e.g., 1Password, Keeper, Bitwarden) with MFA-protected access.

Password Manager Used: .....

Vault Name: .....

Access Restricted To: .....

Notes

Need Help Documenting Your Network?

Our engineers can audit and document your entire network infrastructure, creating detailed diagrams and runbooks.

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