Network Refresh Planning Worksheet

Complete one worksheet per switch or independently managed power budget.
Attach additional device rows and supporting reports as needed.

Customer / site: _____ Location / switch ID: _____

Contact: _____ Date: _____ Existing switch: _____

1. Why are you refreshing the network

☐ End of support ☐ End of life ☐ Security / patching ☐ Performance ☐ Growth / more devices

Other / details: _____

2. Number of ports required

Total ports needed at deployment: _____ Future additions: _____

3. How many access points will connect to this switch

At deployment: _____ Future additions: _____

List existing and proposed AP models in the table below.

4. How critical is this environment

Services that must stay available: _____ Acceptable downtime: _____

UPS backup available: ☐ Yes ☐ No ☐ Unsure

5. Is stacking required

Existing: ☐ Stacked ☐ Standalone ☐ Unsure Proposed: ☐ Stacked ☐ Standalone ☐ Unsure
Switches: _____

6. What uplink speed is required

Current: _____ Gbps Proposed: _____ Gbps / ☐ Unsure Connects to: _____

Redundant uplinks needed: ☐ Yes ☐ No ☐ Unsure

Current performance concerns: _____

7. What cabling is installed and will it change

Installed: ☐ Cat5e ☐ Cat6 ☐ Cat6A ☐ Fibre ☐ Other _____ ☐ Unsure

Plan: ☐ Retain ☐ Partially replace ☐ Fully replace ☐ Unsure Test reports available: ☐ Yes ☐ No

8. What PoE capability is required

☐ PoE ☐ PoE+ ☐ PoE++ ☐ None ☐ Unsure

List the devices that will connect after the refresh. Include equipment being retained as well as new equipment. Exclude devices being removed or replaced.

Device Type/Model	Quantity at deployment	Future additions	Required port speed [Gbps]	Required features or accessories

For technical review

Confirm exact PoE type / class, device operating mode and speed. Attach the port map and power calculation.

Ports needing multi-gig: _____ Required speeds: _____

Speed and PoE together: ☐ Verified ☐ Review

Required switch-side PoE allocation, including growth: _____ W Available normally: _____ W

Normal budget: ☐ Fits ☐ Review

Failure scenario: _____ PoE required: _____ W

Available: _____ W ☐ Fits ☐ Review ☐ N/A

Availability design: ☐ Dual PSUs ☐ Switch redundancy ☐ Uplink redundancy ☐ UPS ☐ Review ☐ N/A

Validate cabling, traffic capacity and availability against the agreed needs.

Reviewed by: _____

Status: ☐ Ready ☐ Ready with conditions ☐ Further assessment required