Dynascale

WORKSHEET · ONE PAGE · 30 DAYS

The 30-Day Hours Tally

Count what your infrastructure takes from your team before you price anything to replace it.

1 **Pin it up.** Keep this page where the whole team can reach it for 30 days.

2 **Tally as you go.** Add the time to the nearest half hour. Count the after-hours alert, even if it was nothing.

3 **Total and mark.** At month end, total each row and mark it: keep, hand off, or stop.

	KIND OF WORK	HOURS THIS MONTH	MOSTLY DONE BY	MARK ONE
01	**Patching** OS, hypervisor and firmware updates, and the testing around them			○ KEEP ○ HAND OFF ○ STOP
02	**Backup checks and restore tests** Confirming jobs ran, proving a restore works			○ KEEP ○ HAND OFF ○ STOP
03	**Monitoring and alert triage** Watching dashboards, sorting real alerts from noise			○ KEEP ○ HAND OFF ○ STOP
04	**Incident response** After-hours alerts, failed hardware, weekend callouts			○ KEEP ○ HAND OFF ○ STOP
05	**Capacity checks** Storage, memory and growth			○ KEEP ○ HAND OFF ○ STOP
06	**Access and accounts** Joiners, leavers, service accounts, permission reviews			○ KEEP ○ HAND OFF ○ STOP
07	**Vendor tickets, renewals and cost review** Support cases, hardware returns, renewal quotes			○ KEEP ○ HAND OFF ○ STOP
+	*Anything specific to your server room* _____			○ KEEP ○ HAND OFF ○ STOP

KEEP
It needs your knowledge of the business.

HAND OFF
It is repeatable and has a right answer.

STOP
It exists because of a tool nobody chose, or a process only one person knows.

Three numbers to bring to the meeting

Total hours this month _____

Hours marked **hand off** _____

Hours that sit with **one person** _____

The four questions you will be asked

Why now? *Give a date, not a condition.*

What happens if we do nothing? *Use the numbers on the left.*

Why is it more than last time? *Name the work that was added.*

Is there a cheaper way? *Bring the options side by side. Ask finance first whether they would expense or depreciate the hardware option.*

Bring your tally to a working session and we will sort it with you. dynascale.com

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