

[Organization logo]

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CAPACITY PLAN

Code:	
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Date of version:	
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Change history

Date	Version	Created by	Description of change
	0.1	20000Academy	Basic document template

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1. Introduction

1.1 Executive summary

[An executive summary is a high-level description of the plan details. By reading the executive

1.2 Purpose and scope

The purpose of the Capacity Plan is to

The following is within the scope of this Capacity Plan:

Out of scope:

1.3 Responsibilities

Responsibilities throughout the lifecycle of the Capacity Plan are:

Stage	Responsible
[job title]	[job title]
[job title]	[job title]
[job title]	[job title]

2. Capacity Plan

2.1 Business drivers

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The following business drivers have an effect on capacity requirements:

Business Driver	Impact	Source	When Gathered
Workload/usage forecast	High	Workload/usage forecast	[Enter date when data were gathered]
Capacity/performance issue	High	Capacity/performance issue	[Enter date when data were gathered]
Service Level Management	High	Service Level Management	[Enter date when data were gathered]

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2.2 Methods and sources

The following methods, i.e. data sources, were used:

Method	Source	When Gathered
Workload/usage forecast		[Enter date when data were gathered]
Capacity/performance issue	Monitoring Reports	[Enter date when data were gathered]
Service Level Management	Service Level Management	[Enter date when data were gathered]

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2.3 Assumptions made

While obtaining capacity data, the following assumptions were made:

- [...]

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2.4 Service summary

Service profile for existing and new services:

Service	Profile	When Gathered
Service 1	Profile 1	[Enter date when data were gathered]
Service 2	Profile 2	[Enter date when data were gathered]

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Service	Resource	Capacity	Usage	Availability	Cost	Notes

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2.5 Resource summary

Service	Type	Capacity	Usage	Availability	Cost	Notes

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2.6 Impact analysis

Service	Impact Type	Impact Level

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2.7 Capacity improvement options and recommendations

Based on previous analysis, and to tune performance, the following improvements of service delivery are defined:

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