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Capacity Planning Template

What is Capacity Planning Template?

A Capacity Planning Template is a crucial tool used by Enterprise Solution Architects and Architecture Project Managers to systematically evaluate and forecast the resource requirements necessary to meet the service demands and business objectives of an organization. This template aligns with best practices and frameworks such as TOGAF (The Open Group Architecture Framework), facilitating a structured approach to capacity management that encompasses current and future workloads. It helps identify critical components, including hardware, software, and network resources, while considering factors such as scalability, performance metrics, and budget constraints. By employing such a template, organizations can optimize resource allocation, ensure operational efficiency, and prepare for growth or changes in demand, ultimately supporting strategic planning and delivering reliable enterprise solutions.

template

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AI Prompt: Capacity Planning Template

Imagine you're a [dedicated project manager] tasked with optimizing your team's resource allocation and project workflows. Your request is to create a comprehensive [capacity planning template] that outlines how to effectively assess current capacity while forecasting future demands. Consider examples such as how to balance workloads among team members, prevent bottlenecks in project timelines, and incorporate feedback loops for continuous improvement. As you develop the template, adjust it to cater to various project scales and team configurations, ensuring it remains adaptable across different contexts. The output should capture essential metrics, easy-to-use visuals, and clear guidelines to assist any [enterprise architect] in implementing an effective capacity strategy. Additionally, include tips on leveraging [ALM tools] for enhanced project visibility and team collaboration, making the template not just a static document, but a dynamic resource that evolves with your organization.

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Capacity Planning Template

Project Overview

- **Project Name:**
- **Date:**
- **Prepared By:**
- **Review Date:**

Goals and Objectives

- **Goal 1:**
- **Goal 2:**
- **Goal 3:**

Current Capacity Assessment

- **Service/Application Name:**
 - **Current Capacity Description:**
 - **Current Usage Metrics:**
 - CPU Usage (%):
 - Memory Usage (%):
 - Disk Usage (%):

- Network Bandwidth (%):
- **Existing Resources:**
 - Servers:
 - Storage Systems:
 - Network Equipment:

Demand Forecast

- **Forecast Period:**
- **Estimated Growth Rate (% per month):**
- **Projected Demand Over Time:**
 - **Month 1:**
 - **Month 2:**
 - **Month 3:**
 - **Month 4:**

Capacity Requirements

- **Required Capacity Metrics:**
 - **CPU Requirements:**
 - **Memory Requirements:**
 - **Disk Space Requirements:**
 - **Network Bandwidth Requirements:**

Gap Analysis

- **Current Capacity vs. Required Capacity:**
 - **CPU:**
 - **Memory:**
 - **Disk:**
 - **Network:**

Recommendations

- **Short-term Recommendations:**
 - Upgrade existing resources.
 - Optimize current applications.
- **Long-term Recommendations:**
 - Invest in additional infrastructure.
 - Explore cloud solutions.

Action Items

- **Action Item 1:**
 - **Owner:**
 - **Due Date:**
- **Action Item 2:**
 - **Owner:**
 - **Due Date:**

Monitoring and Review

- **Monitoring Tools:**
- **Review Frequency:**
- **Key Performance Indicators (KPIs):**
 - **KPI 1:**
 - **KPI 2:**
 - **KPI 3:**

Appendix

- **Related Documents:**
- **Glossary of Terms:**



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Last update: **2024/11/04 10:42**

