

Network Planning Sheet

Map the work before the hardware: where people connect, what must never go down, and who owns the result.

For: **Offices, shops, and multi-site businesses**

Time: **about 20 min**

Date: _____

Prepared by: _____

Workflows and locations

Which spaces need Wi-Fi or wired connections?

☐ Front desk ☐ Offices ☐ Conference room ☐ Shop floor / bays ☐ Warehouse ☐ Waiting area ☐ Outdoor ☐ Second site

Other: _____

What has to work there?

☐ Staff Wi-Fi ☐ Guest Wi-Fi ☐ Phones ☐ Card terminals ☐ Cameras ☐ Printers ☐ Fixed workstations ☐ Tablets / scanners

Other: _____

Which workflows stop when the internet or network fails?

Where are the dead zones or recurring complaints?

Is there a current floor plan and port inventory?

☐ Yes ☐ No ☐ Not sure

Who owns the floor plan and inventory?

Physical network and capacity

What is already installed?

☐ Gateway / firewall ☐ Switches ☐ Access points ☐ Structured cabling ☐ Rack or cabinet ☐ Battery backup (UPS) ☐ Not sure

Other: _____

Which devices need Power over Ethernet?

☐ Access points ☐ Phones ☐ Cameras ☐ None ☐ Not sure Other: _____

Roughly how many devices connect today?

Expected change over the next two years?

☐ Same ☐ More staff ☐ More devices ☐ New location ☐ Not sure Other: _____

Internet service at each site?

Would a backup internet connection be worth it?

☐ Yes ☐ No ☐ Not sure

Access and separation

Which should be on separate networks?

☐ Guest ☐ Payment terminals ☐ Cameras ☐ Phones ☐ Vendor devices ☐ Everything on one network today Other:

Who approves user and admin access, and removes it?

What guest experience is needed?

☐ Open Wi-Fi ☐ Password ☐ Splash page ☐ No guest Wi-Fi Other:

Which vendors need network access?

Operating ownership

Who will hold the admin account, config backups, and inventory?

Who handles firmware, alerts, troubleshooting, ISP, and warranty?

☐ WOLFTRAXX SYSTEMS ☐ Internal staff ☐ Another vendor ☐ Undecided Other:

Which acceptance checks matter?

☐ Coverage in named rooms ☐ Wired ports ☐ Guest separation ☐ Phones / payments work ☐ Documentation handed over

Other:

Next step. Bring this sheet to a conversation with WOLFTRAXX SYSTEMS. Keep passwords and payment details off it. Scope, responsibilities, and any pricing are confirmed in writing. 888.758.8577 · wolftraxxsystems.com/contact