Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

The purpose of this document is to provide a listing the items to be noted, checked, remembered, and delivered when completing the accompanying Capacity Planning template and/or associated practices guide.

Activities Checklist

	Is the owner of the capacity plan clearly identified and associated with the capacity planning roles and responsibilities?
	Are the appropriate skills available to support the capacity planning discipline?
	Will experienced resources be engaged to assess the impact of future software and hardware changes on the capacity plan?
	Have potential capacity providers been contacted and informed of the potential upcoming project work?
	Have the project team collaborated with prospective capacity providers to assist in the capacity planning process?
	Have the capacity planning practices been defined, communicated and accepted?
	Have the capacity planning objectives been established and validated?
	Does a plan exist to monitor capacity and performance factors?
	Do means exist to measure all components that are critical to capacity and performance?
	Are procedures in place to periodically analyze capacity measurements against capacity objectives?
	Are resources and mechanisms available to address differences in capacity measurements and objectives?
	Does a communication plan exist to notify appropriate parties of capacity plans, attainment, and issues?
	Are service level objectives established in collaboration with the stakeholder and/or user community?
	Are mechanisms in place to monitor and periodically report attainment of service level objectives to stakeholders and user representatives?
	Have business processes related to capacity requirements/planning been defined?
	Has required system performance been defined in terms of business processes?
	Has units of measure to assess conformance to defined system performance requirements been identified and agreed upon?
	Has required system performance been defined to support associated business processes?
	Has the system been tested against defined measures and associated business process requirements?
	Have individual capacity items been considered and analyzed to determine their impact on the overall project? Items such as physical server consolidation, storage considerations, necessary IT controls, standards and processes, computing resources, required technical skills, additional staffing, licensing requirements, backup requirements, security requirements, system configuration, system monitoring, availability requirements, etc
	Have minimum levels of capacity been outlined?
	Has current capacity been reviewed and analyzed against the defined capacity requirements?
	Have plans been developed and approved to address any gaps between current capacity and current/future demand?
	Have plans been developed and approved to manage factors associated with expected growth in capacity demand?
	Have plans been developed and approved to address instances of exceptional capacity demands outside of normal operating parameters?