1. **Overview:**
   * Start with a brief introduction outlining the purpose and goals of the network upgrade.
   * Mention any challenges or issues the upgrade aimed to address.
2. **Network Diagrams:**
   * Include before and after network diagrams to illustrate the changes made.
   * Detail the network topology, including devices, connections, and their roles.
3. **Inventory:**
   * List all hardware components upgraded or added, including routers, switches, access points, etc.
   * Include details such as make, model, serial numbers, and firmware versions.
4. **Configuration Changes:**
   * Document all changes made to device configurations.
   * Include any new VLANs, subnet changes, IP address assignments, routing protocols, etc.
   * Highlight any security enhancements or access control changes.
5. **Testing Procedures:**
   * Outline the testing procedures conducted before and after the upgrade.
   * Document any testing tools used and their results.
   * Include performance metrics such as throughput, latency, and packet loss.
6. **Backup and Recovery:**
   * Describe backup procedures for device configurations and network settings.
   * Document the process for restoring configurations in case of failure.
7. **Security Measures:**
   * Detail any security measures implemented during the upgrade.
   * Include firewall configurations, access control lists (ACLs), encryption settings, etc.
8. **User Communication:**
   * Document any communication with users or stakeholders regarding the upgrade.
   * Include announcements, notifications, and training materials provided.
9. **Documentation Updates:**
   * Ensure that existing network documentation is updated to reflect the changes made.
   * Update network documentation repositories or wikis accordingly.
10. **Lessons Learned:**
    * Reflect on the project, highlighting successes and areas for improvement.
    * Document any unexpected challenges encountered and how they were resolved.
    * Include recommendations for future upgrades or maintenance.
11. **Support and Maintenance:**
    * Provide information on ongoing support and maintenance requirements for the upgraded network.
    * Include contact details for support personnel or vendors.
12. **Compliance and Regulations:**
    * Ensure compliance with relevant industry regulations and standards.
    * Document any compliance assessments or audits conducted as part of the upgrade process.
13. **Acknowledgments:**
    * Acknowledge contributions from team members, vendors, or external consultants involved in the upgrade.
14. **Appendices:**
    * Include any additional supporting documents, such as detailed configurations, vendor documentation, or test reports.