

CAPACITY PLAN FOR YEAR _____

1 Summary of Key Resources and Recommendations

The following table summarises the current capacity usage for the organisation's information processing facilities, forecast over the twelve-month period, and recommendations to ensure that sufficient capacity is provided to cope with the changes expected.

Resource	Description	Current Utilisation	Threshold	Forecast	Recommendations	Priority

2 Upgrades Required

The following upgrades have been identified for the timeframe covered by this capacity plan:

Resource	Upgrade Required	Threshold	Timescale	Cost

Prepared by:	Approved by:
(Name, Designation, Signature)	(Name, Designation, Signature)
Date:	Date: