

PLANNING SHEET · 01 / 02

Plan the network before the hardware.

A useful UniFi conversation starts with the way your business works—not a shopping cart of gateways, switches, and access points. Use this sheet to gather what is known, identify decisions, and name the person who owns each one.

For every topic, mark **known** / **needs a decision** / **unknown**. Bring the answers to a site conversation. Keep passwords, sensitive diagrams, customer records and payment data out of an initial inquiry.

1 Workflows & places

- ☐ Where do staff, guests, phones, payment devices and fixed workstations need access?
- ☐ Which workflows stop if internet or local connectivity fails?
- ☐ Where do people report dead zones or recurring delays?
- ☐ Is there a current floor plan and device inventory?

2 Physical network

- ☐ What gateway, switches, access points, cabling, rack and backup power exist now?
- ☐ Which devices need wired ports or Power over Ethernet?
- ☐ What are the internet provider, handoff and alternate-connection options?
- ☐ Who can confirm cable routes and installation constraints?

3 People & devices

- ☐ How many staff, guest, voice, camera and other devices connect today?
- ☐ What growth or site change is expected over the next 12–24 months?
- ☐ Are any application, phone or vendor network requirements documented?
- ☐ Who approves new or changed access?

4 Boundaries & access

- ☐ Which uses should be separated: staff, guest, payment, camera or other?
- ☐ What should guests be able to reach?
- ☐ Which outside vendors need access, and who approves it?
- ☐ Who holds administrator access and configuration records?

What is the single most painful network issue today?

Location / workflow / frequency / business effect

PLANNING SHEET · 02 / 02

Turn the facts into a supportable design.

Use these prompts to ask for a proposal that explains the environment, the work, and what happens after launch. Specific UniFi models, capabilities, licensing and performance must be verified for the selected equipment and site.

Decisions to make

Decision	Owner	Next evidence / action
Site survey and coverage targets	Who approves?	Rooms / areas to test
Internet and outage dependencies		
Port count, cabling and PoE budget		
Staff, guest and critical-device separation		
Administrator access and documentation		
Updates, alerts and change ownership		
Acceptance tests and handover		

Ask the provider to define

Project scope

- ☐ Survey, equipment selection and installation work
- ☐ Dependencies, exclusions and schedule
- ☐ Coverage and workflow acceptance checks

After-install ownership

- ☐ Configuration record and admin handover
- ☐ Who reviews alerts, firmware and changes
- ☐ Written support and escalation terms

Start a practical conversation.

WOLFTRAXX SYSTEMS can discuss business network and Wi-Fi planning. Bring this sheet to a scoped discovery conversation:
wolftraxxsystems.com/contact/ · 888.758.8577

UniFi is a Ubiquiti product name. This independent worksheet is not a Ubiquiti specification, an endorsement claim, a security certification or a guaranteed outcome. Technical source: Ubiquiti Help Center, "Creating UniFi WiFi SSIDs" and "Best Practices: Guest WiFi" (reviewed 2026-10-03). More context: wolftraxxsystems.com/unifi-network-planning-sheet/.