

**Microsoft® Office SharePoint® Server 2007 -2010:
Estimate Data Capacity Requirements Worksheet**

Fill this worksheet using the following topics:
Plan for Data Capacity

After filling this worksheet, use it with the following topics:
Plan for Query and Indexing?
TBD

Prepared by:

Date:

1. Gather or estimate the number and average size of documents, including versioning.

Record the values as of this point in time, in six months, and in 12 months to appropriately size the database for growth.

Timeframe	Number of Documents	Paper or Online?	Do you expect to convert to InfoPath Forms?	# of Versions Expected	Average Document Size (MB)	Notes
NOW						
6 Months						
12 Months						
24 months						

2. Calculate database space required

Using the formula below, calculate the estimated database disk space required.

- Number of documents x Number of versions x Average Document Size = n
- $n \times 2$ (recommended safety factor)
- Add space for transaction logs, operating system files, and SQL Server files = Minimum size required (MB)

3. Calculate database space required when planning for growth

- Minimum size required (MB) x 2 (recommended growth factor for x months) = Database size required for growth within x months (MB)

4. Calculate index server disk space required

Using the formula below, calculate the estimated space required on the Index server.

- Number of documents x Average Document Size = n
- $n \times 25\% + n \times 25\%$ for the size of the catalog + additional installation data space, operating system files, Windows Workflow Foundation files, other data files, and free space = Minimum size required

5. Calculate search server disk space required

Using the formula below, calculate the estimated space required on the Search server.

- Number of documents x Average Document Size = n
- $n \times 50\%$ + installation data space, operating system files, Windows Workflow Foundation files, other data files, and free space = Minimum size required

6. Enter the total required disk space.

Server	Disk Space Required Now	Disk Space Required for Growth
SQL Server		
Index Server		
Search Server		

NOTES: