

Site Maintenance Worksheet

Fill in this worksheet using the following topics:
Plan for site maintenance and management

After filling in this worksheet, use it with the following topics:
Deploy and configure SharePoint sites (in the Deployment Guide)

Prepared by:

Date:

Site Maintenance Plan

- Outline your rough plan for maintaining sites:
Include timelines, planned surveys, archiving plans, and so on. Continue on the back of this page if you need more space.

- Do you want to use quotas to manage site collection storage sizes? Yes / No
If yes, record your initial quota values (in megabytes) below (these values may change substantially after you have completed the capacity planning process, just record your rough guess for now):

Item	Initial Value	Notes
Warning limit		
Size limit		

- Do you want to use site use confirmation and deletion to manage unused site collections? Yes / No
If yes, record your initial values below (these values may change substantially after you have completed the planning process; record your rough guess for now):

Item	Initial Value	Notes
Start sending notifications after how many days		
Send repeat notices	Daily/Weekly/Monthly	
Automatically delete sites?	Yes/No	
Delete sites after how many notices		