



Keep. Prove. Buy.

A practical workbook for small and midsize businesses deciding what to keep, test, and change before replacing VMware.

Use this with your business owner and IT provider. Enter brief notes in the fillable boxes, or print it. Save a local copy before sharing. Completed fields are not sent to Twin Networks automatically.

Business / decision owner / review date

What decision must we make, and by when?

Include renewal notice dates and the business reason to act.

KEEP: what still meets our needs?

Hardware, software rights, applications, and support arrangements.

PROVE: which assumptions need evidence?

Application fit, support, capacity, recovery, and operating effort.

BUY: what gap would each new purchase solve?

Record the requirement before selecting a product.

A planning aid, not a license audit or a validated migration design. Use evidence and qualified review before approving changes.



Agree on a supported standard

Standardization reduces exceptions only when the target standard fits the business and can be operated consistently.

For each area, record the current state, the agreed standard, the gap, and an owner. Mark unknowns explicitly. Prioritize by business consequence, not a percentage score.

Platform, hardware health, capacity and support life

Guest OS, application versions and license rights

Patching, monitoring, documentation and escalation

Identity, access control and security baseline

Backup, disaster recovery and recovery-test cadence

Exceptions to the standard / business reason / review date



Prove the application and recovery

Agree on pass/fail criteria before testing. Keep the pilot isolated from production and document everything it did not test.

Application / version / vendor support confirmation

Business workflows, integrations and performance criteria

RTO / RPO / business owner who accepts the results

RTO: time to restore usable service. RPO: acceptable data loss.

DR scenario / protected recovery copy / destination / dependencies

Consider host failure, site loss and compromise separately.

Observed results / evidence / passed, failed or untested items

Failover, failback, data reconciliation and migration rollback

A backup success message is not recovery proof. A small pilot does not establish full site-recovery capability. Assign a next test date and an accountable owner.



Compare the complete cost

Use the same workloads, service levels, recovery targets and timeframe on both sides. Separate existing rights from new purchases.

Three-year stay cost = 3 x annual stay costs + one-time stay costs. Three-year move cost = 3 x annual target costs + transition and overlap. Use the website calculator for arithmetic.

STAY: annual costs / one-time costs / three-year total

MOVE: annual costs / transition and overlap / three-year total

Costs included, omitted or still awaiting a quote

Include guest OS/DB licenses, management, backup/DR, hardware, people and support.

Which uncertain cost or assumption could change the decision?

Recommended path / business reason / budget approval owner

The simple model assumes constant annual costs and excludes taxes, financing, discounting, growth and business interruption losses. Add transition overlap explicitly. Open-source virtualization does not remove guest OS licensing obligations.



Build the lifecycle roadmap

Move toward the agreed standard in affordable stages. Tie each action to a business outcome, owner, budget and review date.

For each horizon, write: action | business outcome | owner | budget range | target date. Include application support dates, hardware renewal, license renewals and DR exercises.

■ 0-90 DAYS: validate, reduce immediate risk, agree the standard

■ 3-12 MONTHS: close priority gaps and execute approved changes

■ 12-24 MONTHS: planned refreshes and application improvements

■ 24-36 MONTHS: future capacity, renewals and lifecycle decisions

■ Next business review / accountable owner / success measures

Bring your numbers. Chris brings 25 years of experience to help you decide what fits your business. An initial conversation is free; detailed reviews and pilots are scoped paid services.

Talk with Chris Brown: (860) 399-1244

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