



The Hybrid Toolkit

What You Can Keep,
What You Should Move,
& What to Retire

Modernize Without Guesswork

If your organization is operating across multiple locations, you're likely managing a mix of aging on-premise systems, scattered cloud tools, and a patchwork of local vendors. It's inefficient, costly, and hard to scale — but the answer isn't tearing everything out.

A hybrid communication system helps you move forward without starting over. It offers flexibility to modernize what matters while preserving control over critical infrastructure.

This two-page toolkit outlines what to keep, what to migrate, and what to retire, based on performance, security, compliance, and cost-efficiency.

Use it to:



- Pinpoint areas of opportunity for hybrid deployment
- Start meaningful planning discussions across IT, finance, and operations
- Avoid costly “all-or-nothing” decisions

Hybrid Toolkit Grid: Keep, Move, or Retire

System Category	Keep On-Prem (Local Control)	Move to Cloud (High ROI or Simplicity)	Retire or Replace (High Risk or Cost)
Voice/Phones	On-site phones for emergency response, elevator lines, or secure facilities	UCaaS, VoIP, softphones for distributed staff or remote workforces	Legacy PBX systems, analog lines, outdated telecom contracts
Disaster Recovery	Local failover appliances for mission-critical applications	Off-site backup, cloud DR, geo-redundant storage	Tape-based systems, homegrown backup scripts, single-site failover
Security	Firewalls, intrusion detection for facility-wide perimeter	Cloud-based endpoint protection, multifactor authentication, SSO	Outdated antivirus, unmonitored endpoints, manual password policies
Collaboration Tools	Internal file shares for highly sensitive or regulated data	Secure email, document sharing, video conferencing, chat apps	Disconnected platforms, tools that lack encryption or auditability
Vendor Contracts	SLAs with highly specialized local providers (e.g., security, physical infrastructure)	Consolidated IT/telecom bundles that support all locations	Redundant vendors, contracts without service-level enforcement
Infrastructure Monitoring	Tools that support legacy systems or physical assets that can't be moved	Cloud-native dashboards for device visibility, usage monitoring, and centralized management	Spreadsheet-based tracking, manual device logs, unsupported tools



How to Use This Toolkit

This resource isn't just about classification — **it's about making better decisions.**

When evaluating your systems, ask yourself the following:

1. Is this system **stable and secure as-is**?
2. Is it **resource-intensive to maintain or upgrade**?
3. Could it be **delivered more efficiently** via the cloud — without increasing risk?
4. Is this asset **helping or hindering** our business continuity, compliance, or user experience?

A hybrid system allows you to mix and match.
Keep what works.
Move what makes sense.
Retire what holds you back.

KEEP

Systems that require real-time response, handle sensitive data, or fall under compliance mandates often make sense to keep on-site.



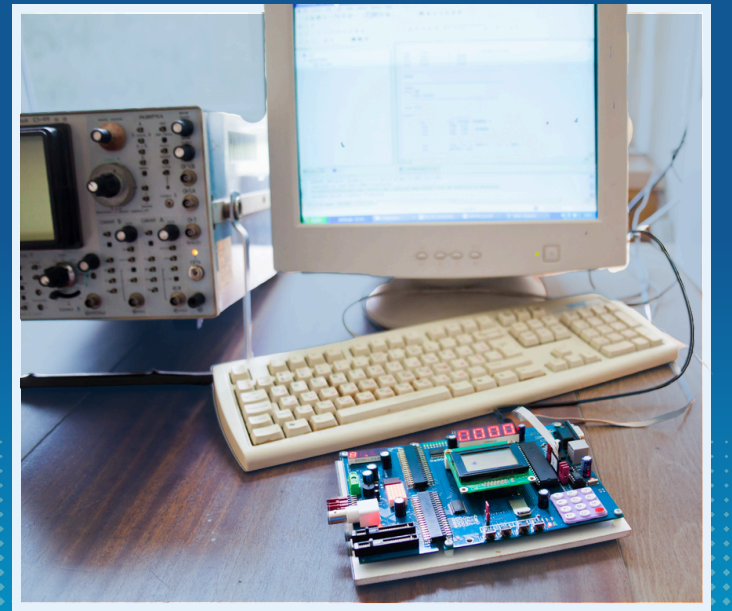
MOVE

Tools that benefit from scalability, remote access, and automation — like backup, collaboration, and communication apps — are prime candidates for cloud migration.



RETIRE

If a system is end-of-life, lacks support, or creates security or budget risk, it's time to replace or remove it.





Use this table to begin mapping your environment.

Share it with your IT team or vendor to guide conversations around modernization.

System / Tool	Current Setup	Recommended Action (Keep / Move / Retire)	Notes or Dependencies
Phone system (HQ)	On-prem PBX, no remote access	Retire	Replaced with UCaaS to support hybrid work
File backup	Local NAS with offsite tape	Move	Cloud backup improves access and DR resilience
Vendor #1 (Phones)	Monthly contract for 3 locations	Retire	Consolidated under hybrid telecom vendor
Antivirus	Installed per-device manually	Move	Cloud-based endpoint security with remote control
Video conferencing	Consumer-grade, no admin access	Retire	Upgrade to enterprise-grade, secure UC platform

Use the table below to start mapping your current systems and identify the right fit for each.

System / Tool	Current Setup	Recommended Action (Keep / Move / Retire)	Notes or Dependencies

Need Help Building a Hybrid Strategy or Turning this into a Roadmap?



Affiliated Communications has helped organizations like yours assess current infrastructure and build phased hybrid strategies that meet compliance, security, and performance goals.

Request a no-obligation consultation to get started.

[Schedule My 15-Minute Planning Call]

Or call **(972) 853-4937** to speak with a hybrid communications specialist.

We can help you:

- Evaluate your current systems
- Recommend hybrid-ready solutions
- Build a phased plan that avoids disruption