

MoSCoW Prioritisation

WORKSHEET

A four-category prioritisation scheme, Must have, Should have, Could have and Won't have this time, built for fixed deadlines: it guarantees a minimum usable delivery by agreeing in advance exactly what gives way when time runs short.

PREPARED BY _____ DATE _____

MUST HAVE

Requirements without which the delivery is unlawful, unsafe or pointless on the day. Together they form the minimum usable subset: if any Must is missing, the delivery date moves or the delivery is cancelled.

SHOULD HAVE

Important requirements whose omission hurts and must be justified, but for which a workaround exists. Shoulds are expected to be delivered, and are the second thing sacrificed when time runs out.

COULD HAVE

Desirable requirements with materially smaller consequences if left out. In DSDM practice the Could haves are the plan's contingency pool, around 20 per cent of total effort, which is what makes the Must have guarantee credible.

WON'T HAVE THIS TIME

Requirements agreed to be out of scope for this deadline. The canonical DSDM long form is 'Won't have this time', and the last two words carry the value: the item is recorded, expectations are set, and the conversation can be reopened for the next increment.