Library Management System using MOSCOW Method

Step 1: Create a Table

- 1. Open Excel and create a new sheet.
- 2. Create the following headers in row 1:
 - Requirement
 - Category (MOSCOW)
 - Justification
 - Impact on Users
 - Feasibility

Step 2: Fill in the Data

- 1. List each requirement under the **Requirement** column.
- 2. For each requirement, analyze it based on:
 - o Impact on Users and Stakeholders:
 - High impact → Likely a **Must-Have**.
 - Medium impact → Likely a Should-Have.
 - Low impact → Likely a **Could-Have**.
 - Feasibility (Time, Budget, Resources):
 - Easy to implement → More likely Must-Have or Should-Have.
 - Complex or resource-intensive → Likely Could-Have or Won't-Have.
- 3. Based on the analysis, assign a MOSCOW category (Must-Have, Should-Have, Could-Have, Won't-Have) in the Category column.

Provide reasoning in the Justification column for your categorization.

Step 3: Format the Sheet

- 1. Apply bold formatting to the header row.
- 2. Use conditional formatting to highlight the Category column based on the values:
 - o Must-Have → Green.
 - Should-Have → Yellow.
 - \circ Could-Have \rightarrow Blue.
 - \circ Won't-Have \rightarrow Red.

3. Ensure the Justification column is detailed enough to explain your decisions.

To organize and categorize the requirements in Excel using the MOSCOW Method, follow these steps:

Step 4: Final Touches

1. Add filters to the headers for easy sorting and filtering.

Save the file as a Google Sheet or Excel (.xlsx) and name it appropriately (e.g., "Library Management System.xlsx").

Sample done:

