

## MoSCoW Prioritization – Employee Leave & Attendance Management System

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### About the MoSCoW Technique

MoSCoW is used to classify requirements based on business priority:

Category	Meaning
M	Must Have — compulsory for MVP
S	Should Have — high value but not critical
C	Could Have — optional enhancements
W	Won't Have now — out of scope for phase 1

### Prioritization Table

Requirement ID	Requirement Description	Priority (MoSCoW)	Notes
BR1	Employees must be able to apply for leave through the system	<b>Must Have</b>	Core functionality
BR2	Leave requests must follow the approval workflow (Employee → Manager)	<b>Must Have</b>	Mandatory workflow
BR3	System must show real-time leave balance to employees	<b>Must Have</b>	Transparency & planning
BR4	System must send notifications on leave request & approval status	<b>Must Have</b>	Ensures timely action
BR5	HR must be able to download monthly leave & attendance reports	<b>Must Have</b>	Needed for payroll
BR6	Users should be able to view a leave calendar	<b>Should Have</b>	Helpful for planning
BR7	HR should manage leave types and policies in admin panel	<b>Should Have</b>	Important for flexibility
BR8	Mobile version / app support	<b>Could Have</b>	Future enhancement
BR9	Integration with biometric device & payroll system	<b>Won't Have Now</b>	Planned for next phase

## Summary of Prioritization

Category	Count
Must Have	5
Should Have	2
Could Have	1
Won't Have Now	1

## Key Takeaway

The **MVP (Minimum Viable Product)** of this system will include:

- Leave application
- Leave approval workflow
- Real-time leave balance
- Notifications
- HR reports

Dashboards, mobile access, and integrations can be delivered in later phases based on business need.