

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