*The purpose of this template is to act as a tool which can be used to capture project requirements and the relative importance of the work to be done in order to make progress. Once you’ve determined the project requirements, you may want to transfer them to the ‘Prioritised requirements list template’ to help you track progress in meeting those requirements.*

*You may want to list all requirements in the ‘Won’t have this time’ column to start with and then decide which ones should move to the other columns. A workshop can help with this exercise.*

# MoSCoW Prioritisation

|  |  |
| --- | --- |
| **Project:** |  |
| **Project manager:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MUST HAVE**  *Requirement that are fundamental to the solution e.g. not legal without it.* | **SHOULD HAVE**  *Important requirements with a short-term workaround.* | **COULD HAVE**  *Requirements that are wanted but less important.* | **WON’T HAVE THIS TIME**  *Requirements that can be included in a later timeframe.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |