MoSCoW Technique Template

Project Name:

Project Description: A brief overview of the project objectives and scope.

Date: Current date or the date of the prioritisation session.

Participants: List of stakeholders involved in the prioritisation process.

Prioritisation Categories

Must Have

ID: Unique identifier for the task/feature.

Description: A brief description of the task/feature.

Rationale: Reason why it's considered a Must Have.

Responsible: Person or team responsible for delivering this requirement.

Should Have

ID: Unique identifier for the task/feature.

Description: A brief description of the task/feature.

Rationale: Reason why it's considered a Should Have.

Responsible: Person or team responsible for delivering this requirement.

Could Have

ID: Unique identifier for the task/feature.

Description: A brief description of the task/feature.

Rationale: Reason why it's considered a Could Have.

Responsible: Person or team responsible for delivering this requirement.

Won't Have

ID: Unique identifier for the task/feature.

Description: Explanation of the task/feature and why it won't be included in the current project scope.

Rationale: Reason for exclusion from the current project scope.

Possible Future Consideration: Whether it might be considered in future phases/releases.

Notes

Space for any additional notes, considerations, or constraints relevant to the prioritisation process.