WORKSHEET + WORKED EXAMPLE

Prioritize What Fits

A visible tradeoff you can discuss with the people doing the work.

15 minutes | MoSCoW prioritization

Use it in three moves

1. Choose one time period and one unit for effort. Use the same unit for every item and for available capacity.

2. Put the work into Must, Should, Could, or Not this time. A Must means the intended outcome cannot work without it.

3. Look at the gap. Change scope, timing, or support with the people affected. Moving a card does not remove a commitment until you tell them.

The time period

For example, the next two weeks.

Effort unit

Hours, half-days, or another shared unit.

Prioritize What Fits

YOUR WORKING NOTES / CONTINUED

Capacity for this list

After existing commitments and a realistic allowance for interruptions.

What needs to be possible at the end?

Who needs to hear what changed?

Name the conversation, including anyone waiting for deferred work.

One item at a time

Copy this page for additional items. Use one row, option, task, or possibility per copy. The web tool handles calculations and comparisons where included.

Piece of work

Effort

Priority

Choose: Must / Should / Could / Not this time

Why here?

A question for me

Whose time would quietly absorb the gap if we promised all of this?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

The time period

Before the community center opens on Monday

Effort unit

staff-hours

Capacity for this list

24

What needs to be possible at the end?

Open safely with volunteers ready to welcome people.

Who needs to hear what changed?

Tell the coordinator that the welcome pack will follow after opening.

Example item 1

Piece of work: Complete safety checks

Effort: 8

Priority: Must

Why here?: We cannot open without them.

Example item 2

Piece of work: Orient volunteers

Effort: 10

Priority: Must

Why here?: People need to know how to welcome visitors safely.

Example item 3

Piece of work: Write a polished welcome pack

Effort: 10

Priority: Could

Why here?: A simple desk sheet will work for opening day.

The thinking behind it

Nic asks us to notice what our choices say we value. If protecting people's time disappears whenever the list gets busy, the list is teaching something.

MoSCoW is used in DSDM agile delivery to negotiate scope within a time period. Its four groups are Must Have, Should Have, Could Have, and Won't Have this time. This board adds an effort check and a prompt to tell people what changes.

The Agile Business Consortium on MoSCoW

Read Your Company's God is Showing by Nic Payne