

# MoSCoW Planner

## Must

Non-negotiable things we need to do.


## Should

Important things that aren't vital but add great value.


## Could

Nice-to-haves things will have a small impact if left out.


## Won't

Things that we should currently deprioritise.


# Instructions

## PURPOSE:

Prioritise projects and create clarity.

## DELIVER:

Virtual, hybrid or face-to-face

## TIME NEEDED:

45 minutes.

## STEP-BY-STEP:

1. Tell the team, "We could do many things but only have so many hours in the day. Let's prioritise the most important areas."
2. Decide and describe a suitable timeframe. For example, it might be planning for the next 6 months or year.
3. Show and explain the four columns:
  - Must - Non-negotiable things we need to do.
  - Should - Important things that aren't vital but add great value.
  - Could - Nice-to-haves things that will have a small impact if left out.
  - Won't - Things that we should currently deprioritise.
4. Ask people to spend 5 minutes individually reflecting on what the team might focus on in your chosen timeframe. Encourage them to think about the column it should fall under.
5. Encourage each person to share their areas and where they believe they fall.
6. For each area, debate the best column with the team.
7. After the meeting, create a plan for tackling 'Must' and 'Should' areas.