

MOSCOW PRIORITIZATION

ORIGINAL COMPANION / Keep evidence, assumptions and decisions distinct. Name the context and date your version.

DECISION / TIMEFRAME / DATE

Record the outcome and boundary before completing the four groups.

MUST HAVE

Requirement, omission consequence and dependency:

SHOULD HAVE

Requirement, omission consequence and dependency:

COULD HAVE

Requirement, omission consequence and dependency:

WON'T HAVE THIS TIME

Requirement, omission consequence and dependency:

BELOW THE SURFACE

Check the reasoning behind the next action. Preserve contrary evidence, uncertainty and practical limits.

REQUIREMENT & PERIOD

What result is needed in which delivery window?

CONSEQUENCE OF OMISSION

Does viability fail, or is there an acceptable alternative?

WORKAROUND

Describe the alternative and its limits.

CAPACITY & COST

Who operates it, for how long and with what resources?

DEPENDENCIES

Which shared work or obligations affect the decision?

AGREEMENT & REVIEW TRIGGER

Category, rationale, decision maker and review condition.