MOSCOW Framework

Meet Your Deadlines on Time

10 minutes

Keeping up with deadlines can be a stressful experience if you do not have a plan in place for your work. When overloaded with multiple things to do, within certain intervals of time, you must prioritise your tasks, according to their urgency and importance. The MOSCOW framework is used in project management to prioritise tasks based on how they contribute to the project's success.

Let's look at MOSCOW:

- **M – MUST DO:** These are essential requirements necessary for the successful implementation of the project.
- **S – SHOULD HAVE:** These are requirements that are essential but not critical for the success of the project.
- **C – COULD HAVE:** These are elements that are not essential for the project but could be included if time and resources are available.
- **W – WON'T HAVE:** These are elements that will not be included in the project because they are not necessary

INSTRUCTIONS

01 List down all the tasks you must finish this week to complete your project.

02 Segregate the tasks according to their importance and urgency, into the four blocks in the worksheet: the tasks you MUST DO, SHOULD HAVE, COULD HAVE and WON'T HAVE

03 Follow the instructions in the blocks to decide where you must place your tasks. Once you are complete, use this tool as your priority list for the week.

04 Refer to the sample worksheet to understand how you need to do the worksheet provided to you

Have a question? Send a mail to help@mindn.ai

The information on this worksheet is not intended or implied to be a substitute for professional medical advice, diagnosis, or treatment.

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SAMPLE WORKSHEET

- **MUST DO:** Write down the tasks you must do first.

a. Work on drafting a plan for the week.
b. Brief the team on priorities of the week.

- **SHOULD HAVE:** Write down the tasks you must do, but could be done later or with help.

a. Submit the project report to boss by Wednesday.
b. Attend the meeting with client tomorrow.

- **COULD DO:** Write down the tasks you can do, only if time and resources are available.

Attend a leadership training session on Friday.

- **WON'T DO:** Write down the tasks that are not important, and can be put on hold or discarded.

Research optimisation tools for future projects.

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Print worksheet

Date of Entry: / /

TO BE FILLED

- **MUST DO:** Write down the tasks you must do first.

- **SHOULD HAVE:** Write down the tasks you must do, but could be done later or with help.

- **COULD DO:** Write down the tasks you can do, only if time and resources are available.

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- **WON'T DO:** Write down the tasks that are not important, and can be put on hold or discarded



Everyday application!

To get the best out of the MOSCOW framework, there are some tips you can keep in mind:

- *Focus on the end goal:* Your project has certain objectives. Keep these objectives in mind when you create the list of tasks you need to prioritise. Do not overwhelm yourself with items that are not related to your goals for this project.
- *Be realistic:* Projects and their requirements are often complex. Try not to simplify your priorities when using the framework. Consider the stakeholders, the tasks dependent on others, the availability of resources and time while segregating your tasks.
- *Communicate clearly:* If you are working with a team, consider their inputs while creating the MOSCOW priority list. Communicate clearly the allocation of tasks and be open to making adjustments based on changing needs and requirements of your client and team.

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