



How to Successfully Prioritize Requirements

- 1 Get all involved in a room to discuss each participant's reasons for priorities so that they are all heard
- 2 Don't try to prioritize all requirements in one sitting
- 3 Try to get numerical priority (especially for high priority items) instead of general high, medium, low categories
- 4 Buy A Feature (Assign a value to each feature and give stakeholders a fixed amount of fake cash that they may use to "purchase" the features they most desire.)
- 5 First In, First Out
- 6 Prioritize by considering Cost of Delay
- 7 Company Drivers/Department Drivers – Know the priority of each driver and based on that, prioritize the requirements
- 8 MoSCoW approach – must have, should have, could have, won't have
- 9 Determine if multiple requirements are addressing the same problem to reduce potential duplicates or conflicting requirements first
- 10 Agree on a Ranking/Rating System and define the rank values (High, Medium, Low; What do they mean?)
- 11 Refer to the project objectives to identify high priority requirements. If a requirement does not help achieve an objective determine whether the requirement is out of scope or an objective was missed.
- 12 Determine high priority requirements by asking "If you could only have x items in your solution which would you choose?"
- 13 Priority Pyramid – Force the group to determine the most important feature or requirement for the top box. Next select the next 2 most important items for row 2. Continue expanding by one feature for each row until the pyramid is built. The top 2 or 3 rows would be the highest priority.
- 14 Realize that priorities will change over time, even on short projects. Constantly revisit priorities to ensure validity