To decide whether something is a Must Have or a Should Have, you need to evaluate how many benefits it will generate. These benefits will include:

Strategic benefits

Does this piece of work contribute directly to how the organisation wants to work, or what it wants to be known for?

Change specific benefits

Does this piece of work contribute directly to the benefits of your change initiative? Consider each of the benefits on the benefits table and ask yourself how important the work is to achieve these benefits:

* Revenue increases
* Cost decreases
* Social impact and reputation of the organisation
* Customer satisfaction
* Staff engagement
* Regulatory compliance

Time sensitivity

Is this piece of work linked to a moment in time and that if not exploited now the opportunity will be lost?

Resources

Are the resources needed for this piece of work available at this time, with the risk that they might not be available in the future?

Enabler

Is this piece of work an enabler for other work?

Business commitment

Is there strong support from the business for achieving this piece of work. For example, do those impacted by the change believe that this piece of work is important for usability of the overall solution?