

Prioritization & Scope Guardrails

Protect delivery by ranking work and defining clear boundaries · Prodora Template

List candidate features, modernization items, or work packages. Score them on business impact and effort/risk. Use the results to decide what is in scope for the first release and what waits.

Project	Target Release / Phase	Date

#	Work Item / Feature	Business Impact (1–5)	Effort / Risk (1–5)	Priority (Impact ÷ Effort)	In Scope? (Y / N / Later)
1					
2					
3					
4					
5					
6					

Scope Guardrails

Write explicit rules that protect the project from scope creep.

We will ship when... (definition of done for this phase)
We will not... (explicit exclusions)
Change requests must... (how new ideas get evaluated)

Decision Summary

After scoring, list the final In-Scope set for this phase and the top items deferred.

In Scope for this phase	Deferred (Later / Next phase)