

SaaS MVP Scope Checklist

A compact pre-development checklist for founders and product teams who need to decide what belongs in version one.

1. Define the core workflow

Describe the one repeatable outcome the product must make easier. Start with actors, triggers, states and completion criteria.

- Primary user and secondary user
- Trigger that starts the workflow
- State changes that matter
- What “done” means

2. Decide ownership and permissions

Data ownership is expensive to change later. Clarify whether records belong to an individual user, a team, an organization or a workspace.

- Who can create records
- Who can edit or approve
- Who can view history
- What admins can override

3. Inventory integrations

List only integrations required for the first usable release. Separate launch-critical integrations from convenience integrations.

- Payments or subscriptions
- Email or messaging
- CRM / ERP / external APIs
- File storage and media

4. Set the MVP boundary

Every item should answer: does the first release fail without this? If not, consider moving it to the next phase.

- Must ship
- Useful after launch
- Experiment later
- Do not build yet

Planning note

Use this document to prepare a discovery conversation. It is not a fixed technical specification or quotation; scope should be validated against users, data, integrations and operational constraints.