[Project Name]

**Approval**

| **Stakeholder** | **Approved/Not Approved** | **Signature** | **Title** | **Date** |
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**Version**:

**Date**: 30 October 2013

**Version Control**

| **Version** | **Name** | **Title** | **Contact Details** | **Date** | **Summary of Changes** |
| --- | --- | --- | --- | --- | --- |
| [Version] | [Name of Author] | [Title] | [Email Address] | [Date] | [Insert a description of the changes made to the document and the reasons for the change] |
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1. **[Insert Feature Name e.g. Exam Sessions]**
   1. Use Case Model/Activity Diagram

[Provide a use case model showing the use case and actors or you may provide an overview of the steps of the use case in an activity diagram. You may provide both if you wish.]

* 1. Use Case - [Enter the short name of the Use Case using an active verb phrase e.g. Add Exam Sessions]

|  |  |
| --- | --- |
| Use Case ID: | **UC01** |
| Primary Actor: | Name of actor (i.e. the role) that will be initiating this use case. Actor can be a person or system or an external entity e.g. Website Administrator |
| Secondary Actor: | Where applicable, name other actors who will participate in completing the use case. |
| Trigger: | Identify the event that initiates the use case. This could be an external business event or system event that causes the use case to begin, or it could be the first step in the normal flow. |
| Preconditions: | List any activities that must take place, or any conditions that must be true, before the use case can be started. Number each pre-condition. e.g.   1. Actor is signed on as Website Administrator 2. Website Administrator is viewing Timetable Maintenance Main Switchboard. |
| Postconditions: | Describe the state of the system at the conclusion of the use case execution. Should include both *minimal guarantees* (what must happen even if the actor’s goal is not achieved) and the *success guarantees* (what happens when the actor’s goal is achieved. Number each post-condition. e.g.   1. Exam sessions are added. 2. Notification is sent out to Lecturers. |
| Normal Flow: | Provide a detailed description of the user actions and system responses that will take place during execution of the use case under normal, expected conditions. This dialog sequence will ultimately lead to accomplishing the goal stated in the use case name. Number each step. e.g.   1. Website Administrator selects ‘Exam Timetable’ 2. Website Administrator selects ‘Data Collection and Setup’ 3. Website Administrator selects ‘Session Details’ 4. System displays ‘frmExam\_sessions’ screen 5. Website Administrator selects ‘create session’ to create new session 6. Website Administrator inputs session data. 7. System updates database table ‘tblXtableExam\_sessions(dbo)’ |
| Alternative Flows: | Document legitimate branches from the main flow to handle special conditions (also known as extensions). For each alternative flow reference the branching step number of the normal flow and the condition which must be true in order for this extension to be executed. e.g. Alternative flows in the Add Exam Session task:  6a. In step 6 of the normal flow, if duplicate session is input   1. System will prompt Website Administrator to accept the duplicate session 2. Website Administrator accepts 3. Use Case resumes on step 7 of normal flow   Note: Insert a new row for each distinctive alternative flow. |
| Exceptions: | Describe any anticipated error conditions that could occur during execution of the use case, and define how the system is to respond to those conditions.  e.g. Exceptions to the Add Exam Session  6b. In step 6 of the normal flow, if invalid data is input   1. Session is rejected 2. Message to Website Administrator to re-enter data 3. Website Administrator enters valid data 4. Use Case resumes on step 7 of normal flow   Note: Insert a new row for each exception flow. |
| Includes: | List any other use cases that are included (“called”) by this use case. Common functionality that appears in multiple use cases can be split out into a separate use case that is included by the ones that need that common functionality. E.g. steps 1-3 in the normal flow would be required for all exam session maintenance - a Use Case could be written for these steps and “included” in all exam session Use Cases. |
| Special Requirements: | Identify any additional requirements, such as nonfunctional requirements, for the use case that may need to be addressed during design or implementation. These may include performance requirements or other quality attributes. |
| Assumptions: | List any assumptions that were made in the analysis that led to accepting this use case into the product description and writing the use case description. |
| Notes & Issues: | List any additional comments about this use case or any remaining open issues or TBDs (To Be Determined) that must be resolved. |

* 1. Use Case - [Enter the short name of the Use Case using an active verb phrase]

|  |  |
| --- | --- |
| Use Case ID: | **UC02** |
| Primary Actor: |  |
| Secondary Actor: |  |
| Trigger: |  |
| Preconditions: |  |
| Postconditions: |  |
| Normal Flow: |  |
| Alternative Flows: |  |
| Exceptions: |  |
| Includes: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes & Issues: |  |

1. **[Insert Feature Name]**
   1. Use Case Model/Activity Diagram

[Provide a use case model showing the use case and actors or you may provide an overview of the steps of the use case in an activity diagram. You may provide both if you wish.]

* 1. Use Case - [Enter the short name of the Use Case using an active verb phrase]

|  |  |
| --- | --- |
| Use Case ID: | **UC03** |
| Primary Actor: |  |
| Secondary Actor: |  |
| Trigger: |  |
| Preconditions: |  |
| Postconditions: |  |
| Normal Flow: |  |
| Alternative Flows: |  |
| Exceptions: |  |
| Includes: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes & Issues: |  |

* 1. Use Case - [Enter the short name of the Use Case using an active verb phrase]

|  |  |
| --- | --- |
| Use Case ID: | **UC04** |
| Primary Actor: |  |
| Secondary Actor: |  |
| Trigger: |  |
| Preconditions: |  |
| Postconditions: |  |
| Normal Flow: |  |
| Alternative Flows: |  |
| Exceptions: |  |
| Includes: |  |
| Special Requirements: |  |
| Assumptions: |  |
| Notes & Issues: |  |

**Appendix**

[Where applicable, attach documents that were developed with other tools that form part of or support the Use Case specifications.]