**Use Case Document Template**

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**Use Case Document**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

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# Introduction

The Use Case Document is a business document which provides a story of how a system, and its actors, will be utilized to achieve a specific goal. An effective Use Case should provide a detailed step-by-step description of how the system will be used by its actors to achieve the planned outcome. The purpose of the Use Case is to tie the business needs of the system to the design parameters of the system to ensure that the completed system achieves the goals established by the business requirements. The level of detail in Use Cases may vary greatly depending on the size and complexity of the system being designed.

This Use Case has been developed for ABC Corporation’s new system for ordering material based on the design team’s gathering of business and functional area requirements. The Material Ordering System will replace the manual material ordering processes currently utilized by ABC Corp. ABC Corp. has identified business needs for reducing man hours for material ordering and leveraging existing software platforms (i.e. SAP) to help manage material ordering and inventory management. The new Material Ordering System will be designed to meet these business needs and improve ABC Corp.’s overall business strategy.

# Explanation of Use Case Contents

Use Case formats and contents may vary based on system requirements, organizational standards, or unique situations. However, a majority of Use Cases consist of some fundamental contents which may be applied across a wide range of system types. This section will provide explanations for each section of the Use Case.

Name of Use Case: Provide a short name for the use case which should lend itself to the objective of the system.

Description: This section should provide a description of both the reason for using the use case and the expected outcome of the use case.

Actors: Actors may be primary or secondary. Primary actors are the people who will be initiating the system described in the use case. Secondary actors are those will participate in the completion of the use case.

Precondition: This section should describe any conditions that must be true or activities that must be completed prior to executing the use case.

Postcondition: This section should describe the state of the system at the conclusion of the use case. Postconditions may include conditions for both successful and unsuccessful execution of the use case.

Flow: This section should describe all actions of the user and the expected system responses for planned normal execution of the use case. The description should be sequential and provide adequate detail to understand all user actions and system responses.

Alternative Flows: Many use cases have varying or special extensions or conditions which are separate from the main flow but also necessary. Alternative flows are usually the result of options or exceptions built into the use case which may alter the primary flow.

Exceptions: When use cases are executed, there may be various conditions which result in errors. This section should describe any errors that may result during use case execution and how the system will react or respond to those errors.

Requirements: This section should describe any non-functional or special requirements for the system as the use case is executed. These requirements may consist of legal or regulatory requirements, quality standards, or organizational requirements that are outside of the functional requirements the system is expected to perform.

# Sample Use Case

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Login** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | This use case describes the process of logging in by admin/user. | | |
| **Actors:** | | Admin and User | | |
| **Preconditions:** | | The admin/user has a registered account with valid credentials. | | |
| **Postconditions:** | | The admin/user is successfully logged into the system. | | |
| **Flow:** | | 1. The admin/user opens the Online Book Store application. 2. The application presents a login screen. 3. The user enters their username and password. 4. The user submits the login form. 5. The application verifies the credentials and grants access to the user. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Add Book Details** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The admin add book details into the system. | | |
| **Actors:** | | Admin | | |
| **Preconditions:** | | Admin is logged into the system. | | |
| **Postconditions:** | | Book details are successfully added to the system. | | |
| **Flow:** | | 1. Admin select the “Add Book Details” option. 2. Admin provides the necessary book details such as book number, book name, author name, book type, book description and book image. 3. The system validates the input data. 4. The system adds book details to the database. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **View Book Details** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The admin/user view book details from the system. | | |
| **Actors:** | | Admin and User | | |
| **Preconditions:** | | Admin/User logged into the system. | | |
| **Postconditions:** | | Book details are successfully displayed in the system. | | |
| **Flow:** | | Admin/User selects the “View Book Details” option. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Update Book Details** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The admin Update book details into the system. | | |
| **Actors:** | | Admin | | |
| **Preconditions:** | | Admin is logged into the system. | | |
| **Postconditions:** | | Book details are successfully updated to the system. | | |
| **Flow:** | | 1. Admin selects the “Update Book Details” option.  2. Admin update the necessary book details such as book name, author  name, etc.  3. The system validates the input data.  4. The system adds the book details to the database. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Delete Book Details** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The admin delete book details from the system. | | |
| **Actors:** | | Admin | | |
| **Preconditions:** | | Admin is logged into the system. | | |
| **Postconditions:** | | Book details are successfully deleted from the system. | | |
| **Flow:** | | 1. Admin selects the “Delete Book Details” option.  2. The system delete the book details from the database. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Registration** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The use case describes the process of registering a new user in the Online Book Store application. | | |
| **Actors:** | | User | | |
| **Preconditions:** | | None | | |
| **Postconditions:** | | The user is successfully registered into the application. | | |
| **Flow:** | | 1. The user opens the Online Book Store application.  2. The application presents a registration form.  3. The user enters the required registration details, such as name, email,  contact information and etc.  4. The user submits the registration form.  The application validates the form input and creates a new user account. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Search Book** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The user search for book details from the system. | | |
| **Actors:** | | User | | |
| **Preconditions:** | | User is logged into the system. | | |
| **Postconditions:** | | The book details are successfully displayed to the system. | | |
| **Flow:** | | 1. User selects the “Search Book” option.  2. User search the necessary book details such as book name, author name,  etc.  3. The system validates the input data.  4. The system displays the book details. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Book List** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The user can add or remove books to the book list. | | |
| **Actors:** | | User | | |
| **Preconditions:** | | User is logged into the system. | | |
| **Postconditions:** | | The list of selected books are successfully displayed to the system. | | |
| **Flow:** | | 1. User selects the “Book List” option.  2. The user add/remove the books to the list.  3. The system displays the book list. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **Rate Books** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The user rate books into the system. | | |
| **Actors:** | | User | | |
| **Preconditions:** | | User is logged into the system. | | |
| **Postconditions:** | | Book ratings are successfully updated to the system. | | |
| **Flow:** | | 1. User selects the “Rate Book” option.  2. The user enter the details and rate the book.  3. The system adds the book ratings to the database. | | |
| **Alternative Flows:** | | None | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Use Case:** | **View Book Rating** | | | |
| **Created By:** | ABC Corporation | | **Last Updated By:** | J. Doe |
| **Date Created:** | 2/15/xx | | **Last Revision Date:** | 2/22/xx |
|  | |  | | |
| **Description:** | | The user view book ratings from the system. | | |
| **Actors:** | | User | | |
| **Preconditions:** | | User is logged into the system. | | |
| **Postconditions:** | | Book ratings are successfully displayed to the system. | | |
| **Flow:** | | User selects the “View Ratings” option. | | |
| **Alternative Flows:** | | None | | |

Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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