Integrated Group Project

# Use Cases

**Use Case**: Book an event

**Primary Actor**: Member of Staff

**Secondary Actors**: Administrator, University

**Goal**: To book an event and send invitations using the calendar

**Precondition**: A member of staff needs to organise an event and invite the appropriate members of staff also using the system to the event

**Success End Condition**: The member of staff organises an event using the calendar and the invitations are sent via email to the correct people

**Failed End Condition**: The member of staff is unable to organise an event or send the correct invitations

**Trigger**: A member of staff needs to invite other members of staff to a meeting or event that they are hosting or attending

**Main Success Scenario**:

Step 1 – Member of staff needs to book an event and invite other members of staff to it

Step 2 – Member of staff uses the calendar to book the time, place, date and duration of the event as well as any other important information

Step 3 – Member of staff selects/searches for the other members of staff they wish to invite to the event

Step 4 – Once the booking has been completed, email invites are automatically sent to the members of staff the have been invited to it

Step 5 – The invited members of staff can now accept/decline the invitation, and if accepted the event appears on their own personal calendar

**Extensions**:

Step 2a – There are appropriate rooms available at the preferred time slot

1. The event has to be cancelled or rescheduled
2. Continue from step 3

Step 3a – The correct members of staff cannot be found to invite

1. The issue must be taken up with administration

Step 4a – The email invites are not automatically sent

1. The issue has to be taken up with administration
2. Manual email invites can be sent in meantime
3. Continue from step 5

Step 5a – The accepted event does not appear on the member of staff’s personal schedule

1. The issue has to be taken up with administration

**Use Case**: Signing up to the system

**Primary Actor**: Member of Staff

**Secondary Actors**: Administrator, University

**Goal**: To allow a member of staff to sign up to the calendar system

**Precondition**: A member of staff needs to sign up to the calendar in order to organise their schedule and arrange events

**Success End Condition**: The member of staff signs up to the system and can use its full functionality

**Failed End Condition**: The member of staff is unable to sign up to the system

**Trigger**: The member of staff needs to sign up to the calendar system in order to organise and view their schedule

**Main Success Scenario**:

Step 1 – The member of staff chooses the sign up option after opening the calendar

Step 2 – The member of staff enters their details and desired password into the system and a username created from their initials and a random number is generated for them

Step 3 – These details are sent to the administrator for confirmation and approval

Step 4 – The member of staff is now a user of the system

**Extensions**:

Step 3a – The administrator disapproves the application

1. The administrator can be contacted and problem can be solved, carry on from step 4
2. The applicant is not qualified to use the system, process cancelled

**Use Case**: Accepting an Invitation

**Primary Actor**: Member of Staff

**Secondary Actors**: Administrator, University

**Goal**: To accept an invitation to an event from another member of staff

**Precondition**: A member of staff has been invited to an event using the calendar

**Success End Condition**: The member of staff accepts the invitation and the event appears on their schedule

**Failed End Condition**: The member of staff cannot accept the invitation, or the event does not appear on the member of staff’s schedule

**Trigger**: The member of staff has an invitation that they need to accept

**Main Success Scenario**:

Step 1 – The member of staff receives an email informing them that they have been invited to an event, also disclosing details of said event

Step 2 – The member of staff opens the calendar and uses it to accept the event

Step 3 – The event appears on the member of staff’s schedule and the inviter is informed that the invitation has been accepted

**Extensions**:

Step 1a – The member of staff receives no email

1. The member of staff may still see the invite on the calendar, continuer from Step 2
2. The member of staff does not see the invite in time and misses the event

Step 2a – The user cannot accept the event using the calendar

1. Taken up with administration, manual acceptance sent in mean time
2. Continue from step 3

Step 3a – The event does not appear on member of staff’s schedule

1. Contact administrator

Step 3b – The inviter is not informed of the acceptance

1. Contact administrator
2. Event may be cancelled due to no acceptances

**Use Case**: Cancelling an event

**Primary Actor**: Member of staff

**Secondary Actors**: Administrator, University

**Goal**: To cancel and remove an event created by the primary actor that is no longer going to take place

**Precondition**: A created event is no longer able to take place

**Success End Condition**: The event is cancelled and removed from all relevant schedules with notifications to attendees sent via email

**Failed End Condition**: The member of staff is unable to cancel or remove the event and no notifications of cancellation are sent

**Trigger**: Member of staff needs to inform other relevant members of staff about an event cancellation

**Main Success Scenario**:

Step 1 – The member of staff opens the calendar and navigates to his created events

Step 2 – The member of staff uses the calendar to remove an event that needs to be cancelled

Step 3 – The event disappears from the schedules of all members of staff whom were invited

Step 4 – The relevant members of staff are notified of the cancellation via automatic email

**Extensions**:

Step 2a – The member of staff cannot remove the event

1. Contact the administrator
2. Send temporary manual cancellation emails to members of staff

Step 3a – The event does not disappear from schedules

1. Contact administrator
2. Ignore remaining event
3. Continue from step 4

Step 4a – The members of staff are not notified by email

1. Contact administration
2. Send temporary manual cancellation emails to members of staff

**Use Case**: Adding a user

**Primary Actor**: Administrator

**Secondary Actor**: Member of staff

**Goal**: To add a member of staff to the system

**Precondition**: A member of staff has not yet been added to the system

**Success End Condition**: The administrator adds a member of staff to the system

**Fail End Condition**: The member of staff is unable to add a member of staff to the system

**Trigger**: A member of staff needs to be added to the system

**Main Success Scenario**:

Step 1 – Administrator gathers information and details on relevant member of staff

Step 2 – Administrator enters these details into the system

Step 3 – Administrator chooses a password and generates a username for the member of staff

Step 4 – The member of staff’s account is created

Step 5 – The member of staff is informed of their log in details and can now login and use the system

**Extensions**:

Step 3a – The chosen password/generated username has already been taken

1. The administrator chooses a different username/password
2. Continue from step 4