Office Monitoring System (OMS)

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| ID and name | UC-1: Assign a task | | |
| Primary actor | Boss | Secondary actors | Task Management System |
| Description | The boss accesses the OMS from either the corporate intranet or external Internet, views the list of the logged employees, selects one or more, and assigns a new task for the specified employees. | | |
| Trigger | The Boss indicates that he wants to assign a task. | | |
| Preconditions | PRE-1. The boss is logged into OMS. | | |
| Postconditions | POST-1. Task is stored in OMS with status of “Sent”.  POST-2. The employee is notified by OMS that he received a task. | | |
| Normal flow | **1.0 Assign a Task to a Single Employee**  1. Boss wants to view the list of the logged employees that day.(see  1.0.E1)  2. OMS displays the list of the logged employees.  3. The Boss selects one or more employees from the list. (see 1.1)  4. The Boss proceeds to write the description of the task and select a specific date as the deadline. (see 1.0.E2)  5. The Boss indicates that the assigning process is complete.  6. OMS displays the employees selected, the description of the task and the deadline.  7. The Boss either confirms the process (continue normal flow) or requests to modify it. (return to step 2).  8. OMS confirms acceptance of the task request.  9. OMS notifies the Boss the task was assigned successfully and sends the Boss an email with the task details.  10. OMS stores task, sends the information to the Employee Management System, notifies employees, and adds the task in their tasks list for the specified date. | | |
| Alternative flows | **1.1 Select more than one Employee for the Task**   1. The Boss requests a specified number of employees to fulfill a task. (see 1.1.E1) 2. Return to step 4 of normal flow. | | |
| Exceptions | **1.0.E1 There are no employees logged into the system.**  1. OMS informs the Boss that he can’t assign tasks yet.  2. If the Boss cancels the task assigning process, then OMS terminates use case.  **1.0.E2 The deadline is today and it approaches closing hours.**  1. The OMS informs the Boss that there might be not enough time to finish the task.  2a. If the Boss cancels the task assigning process, then OMS terminates use case.  2b. Else if the Boss modifies the date, then return to step 5 of normal flow.  2c. Else if the Boss considers the task can be finished and wants to continue, then return to step 5 of normal flow.  **1.1.E1 There is an insufficient number of employees logged into the system.**  1. OMS informs the Boss that there are not enough employees logged yet.  2a. If the Boss cancels the task assigning process, then OMS terminates use case.  2b. Else if the Boss modifies the number of employees accordingly, then return to step 5 of normal flow. | | |

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| ID and name | UC-2: Update details of a task | | |
| Primary actor | Employee | **Secondary actors** | Task Management System |
| Description | Employee accesses the OMS from the corporate Intranet, views the tasks for the day, checks their details and chooses the ones he wants to modify or change their details. | | |
| Trigger | The employee wants to modify the details of a task. | | |
| Preconditions | PRE-1. Employee is logged into OMS. | | |
| Postconditions | POST-1. The specified tasks are updated in both the employee’s and the Boss’s list. | | |
| Normal flow | **1.0 Update task**  1. Employee asks to view the tasks for a specific date/deadline.  2. OMS displays the list of tasks assigned by the Boss.(see 1.3)  3. Employee selects a task and requests that the Boss modifies either its deadline, description, or team members.( see 1.0.E1)  4. Employee gives the new information ought to be updated.(see 1.1)  5. Employee confirms the updating process is complete.  6. OMS receives the request and notifies the Boss. (see 1.2, 1.0.E2)  7. OMS updates details of the modified tasks accordingly, in both the Boss’s and the employee’s list. | | |
| Alternative flows | **1.1 Task has already been done by another employee**  1. Employee signals that the task has already been finished by another employee.  2. OMS notifies Boss.  3. OMS deletes the task from the employee’s list.  4. Restart use case.  **1.2 Boss approved the changes of the task**  1. OMS notifies the employee that the Boss approved the changes.  2. Continue normal flow.  **1.3 All tasks details are in order and nothing needs to be modified**  1. OMS terminates use case | | |
| Exceptions | **1.0.E1 Employee wants to modify the deadline but the date is today and the priority of the task is very important.**  1. OMS informs employee that the date cannot be modified as the task priority is very high.  2a. If employee cancels the updating process, then OMS terminates use case.  2b. Else if the employee requests to modify other aspects of the task return to step 3 of normal flow.  **1.0.E2 Boss disapproves with the changes.**  1. OMS notifies the employee that the new changes cannot be applied.  2. OMS restarts use case. | | |

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| ID and name | UC-3: Cancel task | | |
| Primary actor | Boss | Secondary actors | Tasks Management System |
| Description | The Boss accesses OMS, views the employees assigned for a specific date and decides he wants to cancel a task of a specific employee/ team of employees. | | |
| Trigger | Boss wants to cancel a task of an employee. | | |
| Preconditions | PRE-1. The boss is logged into OMS. | | |
| Postconditions | POST-1. Task is deleted from all task lists of the employees that had been assigned to do it. | | |
| Normal flow | **3.0 Boss cancels a task for a specific date.**  1. The Boss asks to view the unfinished tasks he had given for a specific date. (see 3.0.E1)  2. OMS displays the list of tasks assigned and their details.  3. The Boss selects one task that needs to be canceled.(see 3.1)  4. The Boss indicates the process is complete.  5. OMS confirms it received the request.  6. OMS updates the lists of tasks of the employees involved and notifies them the task had been canceled. | | |
| Alternative flows | **3.1 The task was assigned to multiple employees and boss wants to cancel the task for specific team members**  1. The Boss views the list of employees that had been given the task.  2. The Boss selects the employee for whom the task is canceled.  3. Return to step 4 of normal flow. | | |
| Exceptions | **3.0.E1 There are no tasks assigned for that date.**  1. OMS informs the Boss there are no tasks for that day.  2a. If the Boss requests another date, then OMS restarts use case.  2b. If the Boss cancels the process, then OMS terminates use case. | | |