Business Analysis Use Case Specification
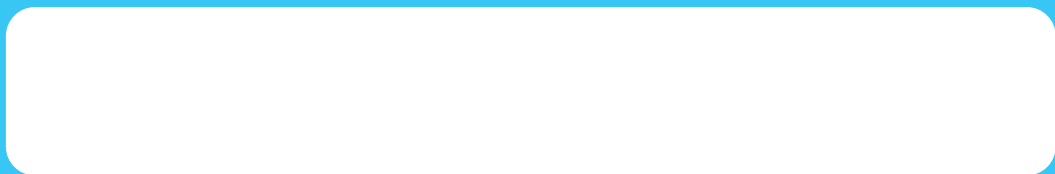
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Overview

The Business Analysis Use Case Specification Template is intended to provide business analysts working on RPA initiatives with the structure and guidance to define detailed requirements, specifications, and models necessary to complete Requirements. A Use Case Specification describes the system interaction between an actor/robot and the solution in the process of achieving a goal

Use Case Specification Sections

- Use Case Specification Summary (Mandatory)
- Basic Flow (Mandatory)
- Alternate Flow(s)
- Business Rule(s) (Mandatory)
- Business Data Catalogue (Mandatory)
- Notification(s)
- User Interface(s) (Mandatory)
- Report Table(s)
- Additional Details

Using the Use Case Specification Template

The Use Case Specification provides the highest amount of granularity and detail for each process to be automated in future state. When using the Use Case Specification:

- Create a single Use Case Specification for each Process Activity
- Save each Use Case Specification following the Best Practice Standards defined
- Embed each Use Case Specification as a file within the Requirements Template

Use Case Specification Summary

The Use Case Specification provides the highest amount of granularity and detail for each process to be automated in future state. The summary section defines the focus of this use case specification, actors, conditions, and trace to L3 process.

Use Case Name	Manage Content
Use Case Unique Identifier	UC01
L3 Process Map Trace	
Use Case Description	This use case describes a process where instructors can create, update, modify, and delete educational content on the Learning Management System.
Actors	
Primary:	Instructor (User)
Secondary:	Schedule (Calendar)
Conditions	

Pre-Conditions:	Post-Conditions:
The user is logged in to LMS with a verified GBC email address. The user has instructor access as provided by the admin.	Success Guarantee: Content is successfully uploaded/ saved / deleted, and notifications are sent to selected recipients. Minimum guarantee: System handles error and confirms exit before unsaved changes are lost.

Basic Flow

The set of steps performed by the actor and the solution during the execution of the use case. The basic flow represents the shortest or simplest successful path that accomplishes the goal of the actor/robot

	Step	Alternative Flow	UI/Notification
1	This use case starts when the user adds new content	AF05 Modify existing content. AF06 Delete content	UI03
2	The system prompts a dashboard/ interface for managing content. DE01 – User id (M)		

	DE02 – name (M)		
	DE03 – Title (M)		
	DE04 – Information (O)		
	DE05 – Make available to student (O)		
	DE06 – Display After Date (O)		
	DE07 – Display Until Date (O)		
	DE08 – Feedback (O)		
	DE09 – Comment (O)		
	DE10 - Admin (O)		
3	User clicks on the add new content option		
4	System prompts the instructor to provide details for the new content they want to add.		
5	User fills in the required fields and creates the new content.	AF01: Import content from available options AF03 - Syntax/grammatical error AF04 Availability of content to users	
6	System validates the input and uploads the content		
7	Use case ends		

Alternate Flow(s)

Alternative flows describe any other paths that may be followed to allow the actor to successfully achieve the goal of the use case. Exception flows describe the desired response by the solution when the goal is unachievable, and the use case cannot be successfully completed. Replicate this table for each Alternate/Exception flow derived from the Basic Flow.

AF Name & ID	(AF01 – Import content from available options)		
	Step	**Alternative Flow**	**UI/Notification**
1	This flow starts at step no 5 when the user selects to upload content.		
2	System provides an option to import content from various available option.		UI06
3	User selects the import option.		
4	System prompts the user to specify the source from which the content will be imported. (e.g. file upload, external link)		
5	User select the option to add file from the device.	AF02 User chooses to import file from external link.	
6	System prompts the user to browse and select the file from the device.		
7	User selects the file.		
8	This flow resumes to step no 6 of basic flow.		

AF Name & ID	AF02 Adding content from external source.		
	Step	**Alternative Flow**	**UI/Notification**
1	This flow starts at AF01 step no 5 when user selects to import from external link		UI06
2	System prompts the user to enter the URL of the external content.		
3	User enters the URL.		
4	System accesses the external content and imports the necessary content		
5	This flow resumes to step no 6 of basic flow.		

AF Name & ID	AF03 Syntax/grammatical error		
	Step	**Alternative Flow**	**UI/Notification**
1	This flow starts at step 5 of Basic Flow when the System detects syntax/grammatical error in the uploaded content		UI03
2	System prompts for the errors in highlighted format and provides auto-correct option		
3	User selects auto-correct option		
4	System successfully corrects the content		
5	This flow resumes at step 6 of the basic flow		

AF Name & ID	AF04 Availability of content to users		
	Step	**Alternative Flow**	**UI/Notification**
1	This flow starts at step 5 of the Basic Flow when the user wants to make the content available at a future date.		UI08
2	User selects the Make Available to Students option		
3	User fills in the Display After date and Display Until date		
4	This flow resumes at step 6 of the basic flow		

AF Name & ID	AF05 Modifying existing content.		
	Step	**Alternative Flow**	**UI/Notification**
1	This flow starts at step 1 of the Basic Flow when the user requests to modify existing content		UI04
2	User clicks the edit content (quiz, assignment, lecture)		
3	User edits the desired content		
4	User has the option to auto-correct and check grammatical errors before saving the content		

AF Name & ID		AF05 Modifying existing content.		
	Step	**Alternative Flow**	**UI/Notification**	
5	System updates the new content			
6	User requests to modify content	AF07 – View and Exit		
7	This flow resumes at step 6 of the basic flow			

AF Name & ID		AF06 Deleting the content.		
	Step	**Alternative Flow**	**UI/Notification**	
1	User wants to delete the existing content.		UI05	
2	System prompts the user to confirm the deletion of content			
3	User confirms deletion			
4	The system determines the status of the content and stores the deleted content in the trash memory for 29 days for retrieval.			
5	This flow resumes at step 7 of the basic flow			

AF Name & ID		AF07 View and Exit		
	Step	**Alternative Flow**	**UI/Notification**	
1	This flow starts at step 6 of AF04 Modifying existing content. when the user requests to view and exit			
2	This flow resumes at step 7 of the basic flow			

AF Name & ID		AF08 System Error		
	Step	**Alternative Flow**	**UI/Notification**	
1	This flow starts at any step when system error occurs		UI07	
2	System informs user that error occurs			
3	Use case ends			

Business Rule(s)

Business Rules define the criteria for behavior, decision making, and logic to be realized in the solution.

BR ID	Rule Name	Rule Type	Description	Step (In Use Case)
BR001	Determine User Permissions	Validation	Checks if the user's role allows specific actions such as creating, updating/deleting, or viewing content.	Pre - condition
2	Determine Approver	Validation	Determines the approver based on the Admin Number associated with the user ID.	DE01 - User ID
3	Access Control	Validation	Ensures users can only access content they have permission to view based on their roles.	Pre-condition

Business Data Catalogue

The Business Data Catalogue refers to business knowledge used in the process of achieving the Use Case goal.

BD ID	Business Term	Business Term Definition	Existing/ New	Business/ Formatting Rules	Business Term Example	Step(s) (In Use Case)
DE01	User ID	This is a unique identifier for user		Numeric	10123456	
DE02	Name	Unique identifier for content		Text, Maximum length one hundred characters	Introduction to Chapter 1	
DE03	Title	Heading and subheadings of learning material		Text, Maximum length one hundred characters	Elicitation and Collaboration	
DE04	Information	Brief description		Text, maximum length one to thousand characters	Contents covered in chapter 1	
DE05	Make available to student	Yes/no field to select		Yes/no	N/A	

BD ID	Business Term	Business Term Definition	Existing/ New	Business/ Formatting Rules	Business Term Example	Step(s) (In Use Case)
DE06	Display After Date	Date when the content will be available to users		date	01/10/2024	
DE07	Display Until Date	Date until which the content will be available to users		date	01/12/2024	
DE08	Feedback	Specify any feedback for the user		Text	The correct answer is option 1	
DE09	Comment	Comments to user		Text	N/A	
DE10	Admin	Unique identifier for the admin/ course coordinator		Must correspond to the existing user name and user id.	Tyler	

User Interface(s)

User Interface Specifications describes the content presentation (screens, forms, navigation) the solution uses in the process of achieving the Use Case goal

Summary of User Interfaces

UI ID	UI Name	UI Description	Step(s) (In Use Case)
UI01	Login Screen	This is where instructors log in using their GBC email and password to access the system.	
UI02	Dashboard for Content Management	A central hub where instructors can add, edit, and delete content. It also shows notifications and settings.	
UI03	Add New Content	Instructors fill in details like title, description, and availability dates, and upload content here.	BF01
UI04	Edit Existing Content	Instructors can modify content like quizzes or lectures. They can also check for errors before saving changes.	AF05
UI05	Confirmation for Deleting Content	Asks instructors to confirm before permanently deleting content, ensuring it's intentional.	AF06

UI ID	UI Name	UI Description	Step(s) (In Use Case)
UI06	Import Content Options	Let instructors import content from files or external links into the system	AF01 & AF02
UI07	Error Message for Incorrect entry	Alert instructors if there are errors in uploaded content	AF08
UI08	Availability of content at a future date	Users can select the date on which they want the content to be available for the user	AF04

User Interface Specification – Screen or Mock-Up

Create a separate table for each Screen or Mock-Up within the Use Case. A screen refers to an existing interface, where as a mock-up is a representation of a new interface.
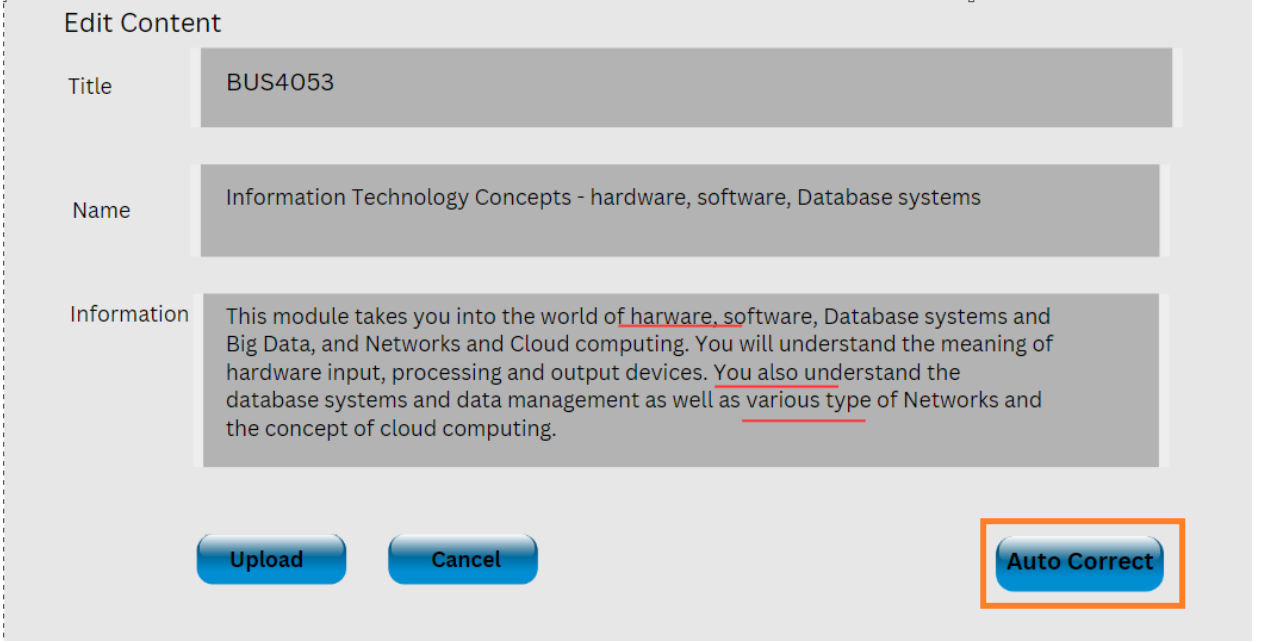
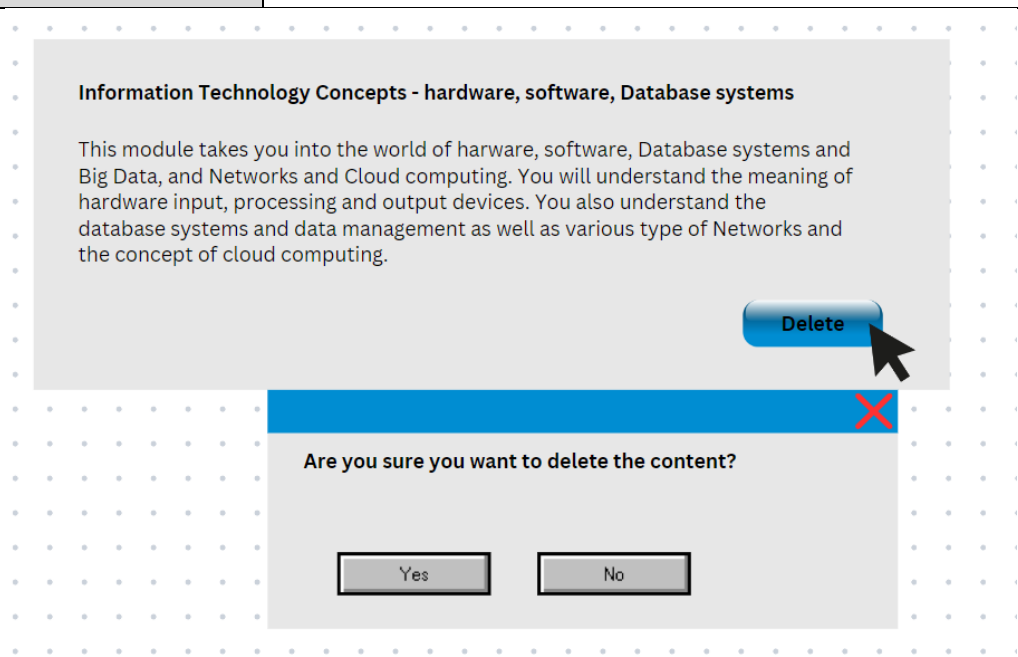| UI ID	UI03	UI/ Screen Name:	Add New Content
UI Description		Instructors fill in details like title, description, and availability dates, and can auto-correct the content before upload content here.	
UI Screen			

Component ID	Component Name	Data Element ID	Type	Displayed/ Enabled Rules	Label
1	Add new content	-	Form	Y	
2	Name	DE02	Input Field	Y	Name
3	Title Input Field	DE03	Input Field	Y	Title
4	Description Input Field	DE04	Input Field	Y	Information
5	Upload button		Button	Y	Upload
6	Draft button		Button	Y	Draft
7	Auto Correct Button		Button	Y	Autocorrect
8	Make Available Checkbox	DE05	Checkbox	Y	Make Available for Student
9	Display After Date Picker	DE06	Date Picker	Y	Display After
10	Display Until Date Picker	DE07	Date Picker	Y	Display Until

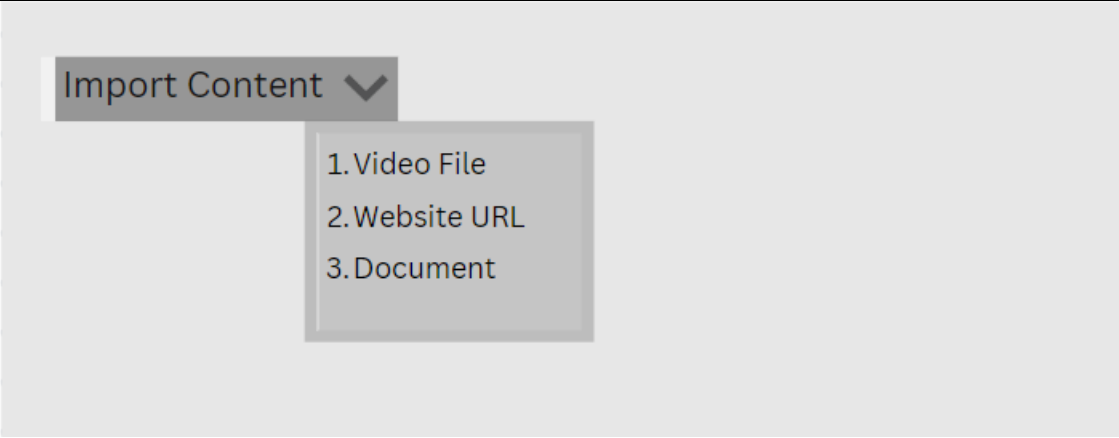| UI ID	UI08	UI/ Screen Name:	Availability of content at a future date
UI Description		Users can select the date on which they want the content to be available for the user	
UI Screen			

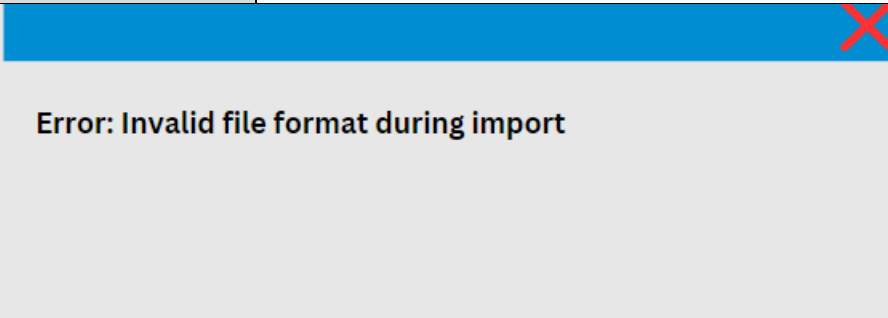| Component ID	Component Name	Data Element ID	Type	Displayed/ Enabled Rules	Label
1	Add new content	-	Form	Y	
2	Make Available Checkbox	DE05	Checkbox	Y	Make Available for Student
3	Display After Date Picker	DE06	Date Picker	Y	Display After
4	Display Until Date Picker	DE07	Date Picker	Y	Display Until

UI ID	UI04	UI/ Screen Name:	Edit Existing Content
UI Description		Instructors can modify content like quizzes or lectures. They can also check for errors and auto-correct them before saving changes.	

UI Screen					

Edit Content

Title | BUS4053

Name | Information Technology Concepts - hardware, software, Database systems

Information | This module takes you into the world of harware, software, Database systems and Big Data, and Networks and Cloud computing. You will understand the meaning of hardware input, processing and output devices. You also understand the database systems and data management as well as various type of Networks and the concept of cloud computing.

Upload   Cancel   Auto Correct

Component ID	Component Name	Data Element ID	Type	Displayed/ Enabled Rules	Label
1	Edit Existing content	-	Form	Y	
2	Name	DE02	Input Field	Y	Name
3	Title Input Field	DE03	Input Field	Y	Title
4	Description Input Field	DE04	Input Field	Y	Information
5	Upload button		Button	Y	Upload
6	Cancel button		Button	Y	Cancel
7	AutoCorrect Button		Button	Y	Autocorrect

UI ID	UI05	UI/ Screen Name:		Confirmation for Deleting Content
UI Description		Asks instructors to confirm before permanently deleting content, ensuring it's intentional.		
UI Screen				

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Delete

Are you sure you want to delete the content?

Yes   No

Component ID	Component Name	Data Element ID	Type	Displayed/ Enabled Rules	Label
1	Delete button		button		Delete
2	Yes button		button		
3	No button		button		

UI ID	UI06	UI/ Screen Name:	Import Content Option
UI Description		Let instructors import content from files or external links into the system	

UI Screen	
	Import Content ▼ 1. Video File 2. Website URL 3. Document

Component ID	Component Name	Data Element ID	Type	Displayed/ Enabled Rules	Label
1	Import button		button		Import
2	Import Content Options	-	Screen/Dialog	Y	Import Content
3	File Upload Field		Input Field	Y	Upload file
4	External Link URL Field		Input Field	Y	Website URL
5	External document		Input Field	Y	Document

UI ID	UI07	UI/ Screen Name:	Error Message for Incorrect entry
UI Description		Alert instructors if there are errors in uploaded content	
UI Screen		✕ Error: Invalid file format during import	

Component ID	Component Name	Data Element ID	Type	Displayed/ Enabled Rules	Label
1	Error Message		Message	Y	

Notifications

Summarize the Information presented to a user that summarizes an event, issue, decision, or error.

Not.ID	Notification Name	Notification Trigger	Notification Details	Notification Example	Step(s) (In Use Case)
Not01	Login Failure	Unsuccessful login attempts	Alerting the user that the login attempt failed	"Invalid email or password."	UI01
Not02	Content Added	New content added	Notifying the user that a new content item was added	"New lecture 'Introduction to Biology' added."	UI03
Not03	Content Updated	Content modification	Informing the user that existing content was updated	"Quiz 'Chemistry Basics' has been updated."	UI04
Not04	Content Deleted	Content deletion	Confirming that a content item has been deleted	"Quiz 'Physics 101' has been deleted."	UI05
Not05	Content Import Successful	Successful content import	Notifying the user that content was successfully imported	"File 'Introduction to Psychology' imported successfully."	UI06
Not06	Content Import Error	Content import failure	Alerting the user about errors during content import	"Error: Invalid file format during import."	UI06
Not07	Incorrect Content Entry	Errors in uploaded content	Alerting the user about errors in uploaded content	"Error: Title field cannot be empty."	UI07