Group 13A – Use Case Scenarios

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| *Use case name* | Historic Annual Records |
| *Participating actors* | Director, Second Reviewer |
| *Flow of events:  Normal flow* | 1. When an annual review is completed the record is saved in the historic records 2. The record can be accessed by the user if previous years information is needed. 3. When users review certain areas of an employ their history is automatically brought forward as well. |
| *Flow of events:  Alternative flow* | Condition 1  1. The user can try obtain previous records about the employees annual review.  2.If there are no records available then nothing is returned to them  3. The user will have to save the new annual review in the historic records for the following year. |
| *Pre-condition* | There is a historic record for the employee being reviewed |
| *Post-condition* | The user is given the previous record for the employee |

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| *Use case name* | New Annual Review |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user starts creating an annual review 2. They choose which type of review they want to do on the employee 3. Once decided the user leaves a review summary and the employee leaves a comment. 4. The record will then be saved into the historic records |
| *Flow of events:  Alternative flow* | Condition 1   1. The user starts creating an annual review 2. They choose which type of review they want to do on the employee 3. Once the review has been done the employee could be promoted. 4. Once decided the user leaves a review summary and the employee leaves a comment. 5. The record will then be saved into the historic records   Condition 2   1. The user starts creating an annual review 2. They choose which type of review they want to do on the employee 3. Once the review has been done the employee could be put on probation. 4. Once decided the user leaves a review summary and the employee leaves a comment. 5. The record will then be saved into the historic records   Condition 3   1. The user starts creating an annual review 2. They choose which type of review they want to do on the employee 3. Once the review has been done the employee could have their job terminated. 4. Once decided the user leaves a review summary and the employee leaves a comment. 5. The record will then be saved into the historic records |
| *Pre-condition* | Director or second reviewer has been decided to start a review |
| *Post-condition* | New annual review created  Employee either promoted, put on probation or had their job terminated. |

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| *Use case name* | Promotion Record |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has decided on an outcome after the annual review 2. The staff member becomes promoted 3. The new record is saved in the historical records |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has finished completing the employees annual review  2. The user has decided not to promote the employee this year  3. Record saved in the historic annual review |
| *Pre-condition* | The user has completed an annual review |
| *Post-condition* | The user has decided to promote the staff  The user has decide not to promote the staff |

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| *Use case name* | Probation Record |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has decided on an outcome after the annual review 2. The staff member been placed on probation 3. The new record is saved in the historical records |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has finished completing the employees annual review  2. The user has decided not to put the employee on probation  3. Record saved in the historic annual review |
| *Pre-condition* | The user has completed an annual review |
| *Post-condition* | The user has decided to put the staff on probation  The user has decide not to put the staff on probation |

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| *Use case name* | Review of previous year outcomes |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has chosen to review the employees previous years outcomes 2. The user assess this year and previous years outcomes 3. The user then comes to a decision based of the review 4. The user leaves a summary 5. The employee leaves a comment |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has chosen to review the employees previous year outcomes  2. The user cannot find any previous year records  3. The user is unable to fully review the employee |
| *Pre-condition* | The user has decided to review the employees previous year outcomes |
| *Post-condition* | The user leaves a summary based of the review  The employee leaves a comment  The user is unable to make a review |

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| *Use case name* | Annual Review |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user wants to do an annual review 2. The user choses which type of annual review to do 3. The historic records are given to the user to use with their review |
| *Flow of events:  Alternative flow* | Condition 1   1. The user wants to do an annual review 2. The choses which type of annual review to do 3. There is no historic record for that annual review 4. New review must be chosen that has a historic record |
| *Pre-condition* | There is a historic record on the employee for all review types |
| *Post-condition* | The user choses a review to do  The user is unable to make a review |

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| *Use case name* | Reviewer Summary |
| *Participating actors* | Director, Second Reviewer |
| *Flow of events:  Normal flow* | 1. The user finishes their annual review 2. The user has decided on an outcome based of the annual review 3. The user leaves a summary of the whole review 4. The review is saved in the historic records archive. |
| *Flow of events:  Alternative flow* | Condition 1   1. The user is unable to do a review 2. No summary can be written |
| *Pre-condition* | The user has completed the annual review and decided on an outcome |
| *Post-condition* | The user leaves a summary of the review with the record  The record is saved in the historic record archives.  No summary can be written |

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| *Use case name* | Termination Record |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has decided on an outcome after the annual review 2. The staff member has had their employment terminated 3. The new record is saved in the historical records |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has finished completing the employees annual review  2. The user has decided to terminate the employees employment  3. Record saved in the historic annual review |
| *Pre-condition* | The user has completed an annual review |
| *Post-condition* | The user has decided to terminate the employees employment  The user has decide not to terminate the employees employment |

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| *Use case name* | Training required to enhance performance |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has chosen to review the employees Training required to enhance performance 2. The user assess this year and previous years outcomes 3. The user then comes to a decision based of the review 4. The user leaves a summary 5. The employee leaves a comment |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has chosen to review the employees Training required to enhance performance  2. The user cannot find any previous year records  3. The user is unable to fully review the employee |
| *Pre-condition* | The user has decided to review the employees Training required to enhance performance |
| *Post-condition* | The user leaves a summary based of the review  The employee leaves a comment  The user is unable to make a review |

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| *Use case name* | Review of previous Training and mentoring |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has chosen to review the employees previous Training and mentoring 2. The user assess this year and previous years outcomes 3. The user then comes to a decision based of the review 4. The user leaves a summary 5. The employee leaves a comment |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has chosen to review the employees previous Training and mentoring  2. The user cannot find any previous year records  3. The user is unable to fully review the employee |
| *Pre-condition* | The user has decided to review the employees previous Training and mentoring |
| *Post-condition* | The user leaves a summary based of the review  The employee leaves a comment  The user is unable to make a review |

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| *Use case name* | Future objectives and plans |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The user has chosen to review the employees future objectives and plans 2. The user assess this year and previous years outcomes 3. The user then comes to a decision based of the review 4. The user leaves a summary 5. The employee leaves a comment |
| *Flow of events:  Alternative flow* | Condition 1  1. The user has chosen to review the employees future objectives and plans  2. The user cannot find any previous year records  3. The user is unable to fully review the employee |
| *Pre-condition* | The user has decided to review the employees future objectives and plans |
| *Post-condition* | The user leaves a summary based of the review  The employee leaves a comment  The user is unable to make a review |

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| *Use case name* | Assigning Reviewer |
| *Participating actors* | Human Resources, Second Reviewer |
| *Flow of events:  Normal flow* | 1. The Director is unable to do the annual review 2. Human Resource choses a manager or operational staff suitable to do the review. 3. The second reviewer has been decided. |
| *Flow of events:  Alternative flow* | Condition 1  1. The director is able to the annual review  2. Human resource no longer needs to find another reviewer  3. No second reviewer has been assigned. |
| *Pre-condition* | There is currently nobody available to do the review. |
| *Post-condition* | The second reviewer has been decided  No second reviewer has been decided. |

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| *Use case name* | Employee Comments |
| *Participating actors* | Director, Second Reviewer, staff |
| *Flow of events:  Normal flow* | 1. The employee has finished having their annual review 2. They are asked to leave a comment 3. The comment is added onto the review and saved in the historic records. |
| *Flow of events:  Alternative flow* | Condition 1  1. The employee has not had an annual review  2. No need to make any comments |
| *Pre-condition* | The annual review has been completed and outcome decided |
| *Post-condition* | The employee leaves a comment  The employee doesn’t leave a comment |

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| *Use case name* | Read |
| *Participating actors* | Human Resource, Director, Employee |
| *Flow of events:  Normal flow* | 1. Human Resource requests the personal details record. 2. The Human Resource gets the record to the Director or HR Employee that requested the information 3. The HR Employee or Director can now read the requested personal details record. |
| *Flow of events:  Alternative flow* | Condition 1  1. The authorization check fails  2. No records are delivered to the user. |
| *Pre-condition* | The user is authenticated, and the record exists in the database. |
| *Post-condition* | The user receives the record  The user does not receive the record |

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| *Use case name* | Create |
| *Participating actors* | Human Resource, Director |
| *Flow of events:  Normal flow* | 1. The Human Resource creates a new record 2. The Human Resource fills in the new record with the employees personal details 3. The new record is created and saved in the personal details database |
| *Flow of events:  Alternative flow* | Condition 1   1. The Human Resource wants to create a new record 2. The HR do not have any details to enter 3. Record not created |
| *Pre-condition* | The Human Resource have new personal details to create |
| *Post-condition* | The new record is saved in the database |

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| *Use case name* | Modify |
| *Participating actors* | Human Resource, Director |
| *Flow of events:  Normal flow* | 1. Human Resource or Director want to modify a record 2. The Human Resource is able to access the personal Details Database 3. They retrieve the record and give it to the HR employee or director who requested it 4. Personal Details are amended 5. The new record is saved back into the database |
| *Flow of events:  Alternative flow* | Condition 1   1. The record the user wanted to modify does not exist 2. The record cannot be given back to the director/HR employee 3. No record has been modified. |
| *Pre-condition* | The record needed to be modified exists |
| *Post-condition* | The details have been modified  The details have not been modified. |

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| *Use case name* | Authorisation |
| *Participating actors* | Director, Human Resource, Employee |
| *Flow of events:  Normal flow* | 1. The employee requests permission to read their personal details 2. The HR or manager approves if the employee is trying to read their own file 3. The personal details is given back to the employee allowing them to read what’s on their record. |
| *Flow of events:  Alternative flow* | Condition 1  1. The authentication check fails.  2. Therefore authorization is denied. |
| *Pre-condition* | The employee submits a request to read the file |
| *Post-condition* | The employee is authorised and given access to read the file  The employee is not authorised to read the file |

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| *Use case name* | Login |
| *Participating actors* | Employee, Manager, Reviewer, HR, Director |
| *Flow of events:  Normal flow* | 1. User wishes to login 2. User must be authorized by system 3. User then logs in 4. User goes through authentication system 5. If authenticated User receives confirmation of login |
| *Flow of events:  Alternative flow* | Condition 1   1. User wishes to login 2. User must be authorized by system 3. User is authorized to make actions to the system 4. User enters login details 5. User goes through authentication system 6. The details the user entered does not match with what the authentication system has 7. User isn’t logged in   Condition 2   1. HR or Director wishes to log in 2. User goes through authentication system 3. User enters login details 4. User passes authentication system 5. User is logged in |
| *Pre-condition* | User exists on system |
| *Post-condition* | User is logged in |

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| *Use case name* | Logout |
| *Participating actors* | Director, Reviewer, Manager, HR, Employee |
| *Flow of events:  Normal flow* | 1. User wishes to log out 2. Message is provided to the user informing them to save their work 3. Processes are shut down 4. User logs out |
| *Flow of events:  Alternative flow* | Condition 1  1.  2.  3.  Condition 2  1.  2.  3. |
| *Pre-condition* | User is logged on |
| *Post-condition* | User is logged out |

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| *Use case name* | Authorization |
| *Participating actors* | Employee, Reviewer, Manager |
| *Flow of events:  Normal flow* | 1. To be logged in user must be authorized 2. Employee’s details are checked by authorization system 3. User passes from authorization process to login process |
| *Flow of events:  Alternative flow* | Condition 1   1. User wishes to log in 2. User goes through authorization process 3. User isn’t authorized to make any changes to system 4. User doesn’t get to go to login process |
| *Pre-condition* | User exists on system |
| *Post-condition* | User is authorized |

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| *Use case name* | Authentication |
| *Participating actors* | Employee, Reviewer, Manager, HR, Director |
| *Flow of events:  Normal flow* | 1. After logging in, user must be authenticated 2. Employee’s details are checked by authentication system to see if details are correct 3. If details entered by user match the details on the system, they are authenticated |
| *Flow of events:  Alternative flow* | Condition 1   1. After logging in, user must be authenticated 2. User goes through authentication process 3. User provides incorrect login details 4. User is not authenticated |
| *Pre-condition* | User exists on system |
| *Post-condition* | User is authenticated |

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| *Use case name* | Login Confirmation |
| *Participating actors* | Employee, Reviewer, Manager, HR, Director |
| *Flow of events:  Normal flow* | 1. User is authenticated by system 2. User is provided a confirmation showing them they’ve been successfully logged in |
| *Flow of events:  Alternative flow* |  |
| *Pre-condition* | User is authenticated |
| *Post-condition* | User is given login confirmation |

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| *Use case name* | Logout Confirmation |
| *Participating actors* | Employee, Reviewer, Manager, HR, Director |
| *Flow of events:  Normal flow* | 1. User is logging out 2. User is sent log out confirmation after successful log out |
| *Flow of events:  Alternative flow* |  |
| *Pre-condition* | User is logging out |
| *Post-condition* | User is given log out confirmation |