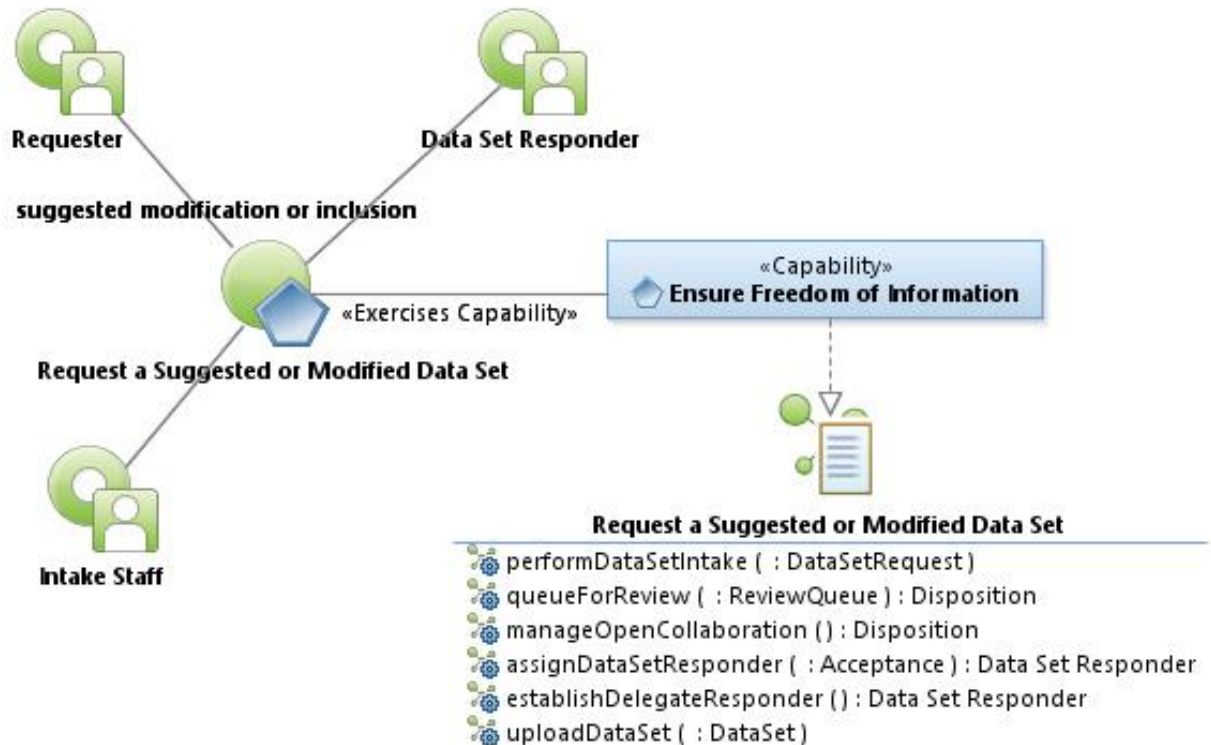




Request a Suggested or Modified Data Set

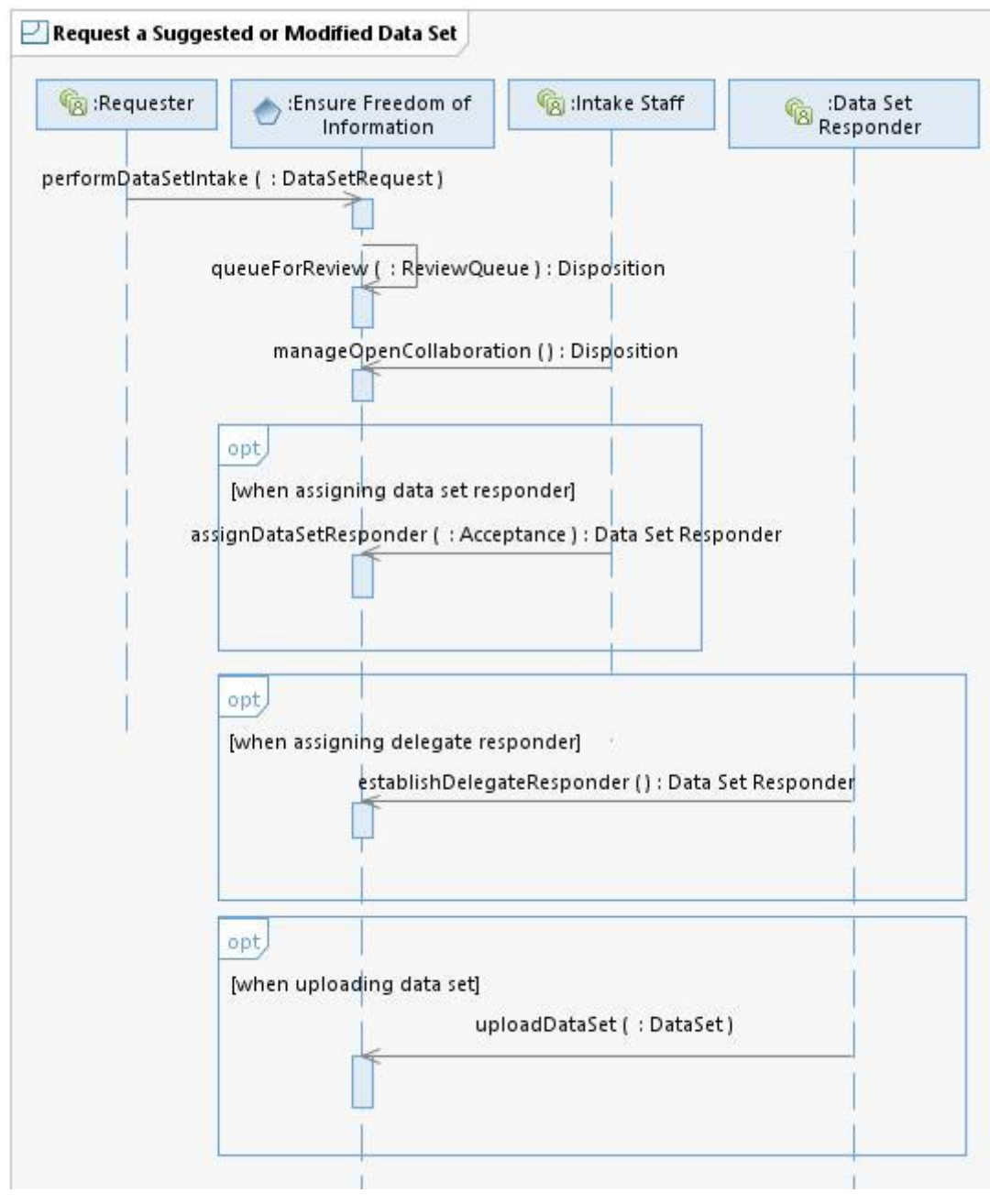
Use Case Specification

Date: 04/18/2016



Use Case Model

Scope: A Requester uses the system to describe suggested or modified Data Set Requests. The system places the Data Set Request into a Review Queue and notifies select city Intake Staff for completeness review or clarity request. The system ensures Requester understands difference between a public information request and a request to suggest or modify a Data Set. The Intake Staff use the system to manage the open collaboration of the Data Set Request. Using system logs, the system tracks the activity of the Data Set Request from submission through completion for all dispositions of the Data Set Request. The system uses social media like functions to allow Data Set community collaboration on select Data Set Requests. The system provides searchable retrieval of historic requests. Using the system, the Intake Staff assigns Data Set Requests to select city Data Set Responders and allows delegation within assigned owner departments. Finally, when a qualified Data Set is available, the Data Set Responder uses the system to upload Data Set for Requester and Data Set community use.



Sequence Diagram

Req#

Type/Interface - Requirement Description

Ensure Freedom of Information/performDataSetIntake

- 01 The system provides and introductory description between a Data Set request and a Public Information Request (PIR) to include a link to PIR submission when justified. The Requester uses the system to acknowledge the distinction between a PIR and a Data Set request prior to Data Set form presentation. City policy ensures PIR response within prescribed periods; therefore, this requires clarity to reduce confusion and manage Requester expectation - i.e., confusing a PIR with a Data Set request. When a Requester requests a suggested or modified Data Set using the system, the Requester completes an entry form to include name, address, email address, desired username and phone number. The system allows for incomplete entries (ex., organizational affiliation, business, name, address, phone, etc. are not required). However, the system requires a valid email address. The system validates Requester email by sending a confirmation code to the Requester email address - the Requester must use the system to validate email ownership. The Requester uses the system provided form to explain

the Data Set suggestion or modification. The system provides ability to attach additional documents prior to submission.

Ensure Freedom of Information/queueForReview

- 02 On Requester submission of a suggested or modified Data Set, the system places the Data Set Request into a Review Queue and notifies select Intake Staff of the request. The Review Queue and all Intake Staff dialog is visible to the Data Set community.

Ensure Freedom of Information/manageOpenCollaboration

- 03 The Intake Staff uses the system to answer Data Set requests by explaining or redirecting Requester to existing Data Sets or direct the Requester to another city resource. The system tracks dates and times of Data Set Requests to include Disposition of the request such as non responded Intake Staff clarity requests within a selected period, under review indication, anticipated completion date, data sensitivity review, and indication of assigned Data Set Responder or identified delegate. Other system responses include data set already published (include information link), indication of a public information request (include link to PIR site), and notification of none existent Data Set (i.e., current city systems do not collect Data Set Request). The system provides community visibility into response to requests and indexes requests for search and discovery. The Intake Staff may use the system to expose the Data Set Request to the Data Set community to allow for likes, voting, comments such as suggested improvements, etc. - the system provides social media like functions to allow collaborative dialog within the data portal community. The system allows community members to contribute to the original request until agreement. City staff (i.e., Data Set Responders) may participate in the collaboration to guide and ensure a reasonable and achievable requests. Participants such as Requesters, Intake Staff, and/or Data Set Responders may invite others to join the collaboration activity, which requires registration with the system (i.e., conformed email address).

Ensure Freedom of Information/assignDataSetResponder

- 04 When the Intake Staff accepts a Data Set Request, the Intake Staff use the system to assign the Data Set Request information to a relevant Data Set Responder. The Data Set Responder uses the system to collaborate with the Requester or Data Set community when requiring additional clarity. The system tracks Data Set Responder name, date assigned and position at the city. If needed, the Intake Staff use the system to change Data Set Responder.

Ensure Freedom of Information/establishDelegateResponder

- 05 The assigned Data Set Responder may use the system to delegate response to another Data Set Responder within their organization. The system tracks the selected delegate; however, the assigned Data Set Responder remains responsible for the overall task through completion. The system provides the delegated Data Set Responders the same functionality as delegating authority.

Ensure Freedom of Information/uploadDataSet

- 06 The Data Set Responder uses the system to upload the Data Set to the system and notify the Requester as well as others participating in the open collaboration that the Data Set is available and the information link. The system flags new Data Sets for easy identification - the flag remains for a select period of time. The system provides the Data Set Responder similar Requester response features used by the Intake Staff.