# Use Case Details - Structured

Final versions of the requirements documents used for walk-throughs with the main stakeholders.

IDs can be anything from consecutive numbers to meaningful acronyms about what kind of use case this is and what system it is a part of.

## <ID> <system/business use case name >

Repeat this template for each use case to be documented.

### General info

#### Description:

Short summary that can be extracted and used in the use case summary page.

A description

#### Actors: System User

The roles that can initiate this use case. It does not include participants.

#### Supporting roles/systems:

Sometimes called (supporting actors) and are other “actors” that are involved during the course of events. These can also be called interfaces.

#### Type:

Options are: system | business | distributed (business tasks interspersed with system tasks). Include the system name if several are used.

#### Pre-conditions:

Rules for beginning this use case: state of system prevents usage, must be testable. Or in a business use case, this must be the current state that has met a goal through another use case that this use case can now follow.

### Scope info

#### Level:

Options are: goal | partial goal | group of goals | group of partial goals. Goal level will comprise 90% of the use cases.

#### Includes:

The use cases that are extracted out of this use case and given a special name, so they can be reused. They are required to be a part of this use case. This use case can be considered a grouped use case if it includes one of a group of partial goal use cases.

#### Included in:

The use case(s) that uses this one as a necessary part of it.

#### Use cases grouped by this ID:

If it doesn’t have an included group above, then it will be a category for several use cases.

#### Grouped by:

The group that has others like this one.

### Tracking info

#### Author:

#### Date created:

#### Date revised:

### Project info

#### Design constraints:

Pure business term descriptions are hard to write. Constraints describe Any kind of policy, infrastructure, time, location, budget, hardware, or software that must be accommodated by this process e.g. web site is required, SQL Server is required, location must be…, hardware must be…

#### Priority:

Priority will be by goal level or higher. Partial goal use cases will take their priority from the highest level that it is included in.

#### Value to sponsor:

Value must be specified by the requirement that it is supporting for the business.

#### Sponsor:

Who is accountable for this use case being delivered successfully?

### Course of Events

The sequence of tasks in conversation format between actor and system. For best linking to other steps, start each number with a system task except for the trigger. Combine actor responses to system events when well. Rules are placed under the task unless they can be reused and then they are referenced and placed in a separate file.

The number of tasks per number is usually small and starts with the system or the role. Tasks are individually stated so the system/role can do multiple things but in separate sentences. The last task will prepare the state of the system so that this use case can be performed again. There will be no condition statements to branch into two separate use cases. There may be a section that is removed to a named partial use case and called an <<include>> to shorten the detailed use case.

References that can be used here to document anything other than a functional requirement are:

* **T#** - Text file item number – used for error messages and small prompts
* **D#** - Design file item number – used for web pages, full screen menus, etc.
* **R#** - Report file item number – used for printed or on-screen report formats
* **\* -**  a Data Dictionary item – used to refer to data description and validation so that the detail doesn’t have to be specified here
* **Rule#** - Rule file item number – used to refer to process rules. Generally, this will follow one path only and another use case will pick up any other options. Some data validation rules find their way here but should be collected under the Data Dictionary. Unnumbered rules are not reusable and will just be defined below their functional requirement.

The use case starts when the actor selects Branch Management. The system prompts actor with menu (S#1). The actor selects Expense Management. The system requests Expense Management portal to display menu.

1. The use case starts when the actors select New Expense Report.
2. The system prompts actor to continue. The actor selects continue.
3. The system prompts \***Expense Header Data.** The actor enters \*Expense Header data. The actor requests to enter \***Expense Line Items** and submits.
4. The system prompts for Expense Line Items. The actor enters Expense Line Item.
5. The system validates the Expense Line Item. The system prompts for …(more data).
6. <<extends>> **Do Another Expense Line Item**

### Alternate flows (errors, exceptions)

The error flows are where a rule is broken, or something interrupts the normal “happy path” of the course of events. This often is during communication or other type of I/O.

* **Cancel button pressed** (2,?) – The system returns actor to #1.
* **Cancel button pressed** (4,?) – The system returns actor to #4.
* **Line item legal entity not entered –** The system returns actor #

### Alternate flows (extension points)

An exception to branching is when there is an optional <<extends>> of a partial use case. But the use case returns to where the option was taken.

1. Do Another Expense Line Item
   1. The system prompts for Expense Line Items. The actor enters Expense Line Item.
   2. The system validates the Expense Line Item. The system prompts for …(more data).
   3. The system prompts for another Line Item.

### Post-conditions

What are your tests that tell you that this is a successful completion of a use case? It may be a repetition of one of the tasks or a file or document that has been completed. But there are minimal ways to complete the goal and there are very excellent ways to complete it. Put both down.

* <Name of goal>
  + <minimum set of qualifications>
  + <maximum set of what could be>

### Notes/ Special Requirements

Any kind of quality, capacity, security, availability, disaster recovery information that is because of this use case. Maybe you also have ideas about design, or people who need to be checked with, etc.

# Data dictionary

**Expense header data –**

* Expense purpose
  + RULE - length
* Location
* Description
* Is Intercompany expense report

**Expense Line Item**

* Legal entity
  + RULE – one of current legal entities found…
* Legal entity name
  + RULE – system populated by lookup
* Expense category
  + One of …