****

**Business Analysis for RPA**

**V4.0**

Use Case Specification Template

**Table of Contents**

[**Overview** 2](#_Toc89731339)

[**Use Case Specification Sections** 2](#_Toc89731340)

[**Using the Use Case Specification Template** 2](#_Toc89731341)

[**Use Case Specification Summary** 3](#_Toc89731342)

[**Basic Flow** 3](#_Toc89731343)

[**Alternate Flow(s)** 4](#_Toc89731344)

[**Business Rule(s)** 4](#_Toc89731345)

[**Business Data Catalogue** 4](#_Toc89731346)

[**User Interface(s)** 5](#_Toc89731347)

[**Notifications** 5](#_Toc89731348)

[**Additional Details & Notes** 6](#_Toc89731349)

# **Overview**

The Business Analysis for Robotic Process Automation (RPA) vX.0 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 the Process Definition Document (PDD), and to act as a critical input to the Solution Design Document (SDD). 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
* Ensure to complete the mandatory sections to ensure minimum comprehensive completion of the Process Definition Document
* Save each Use Case Specification following the Best Practice Standards defined
* Embed each Use Case Specification as a file within the Requirements Playbook 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** |  | |
| **Use Case Unique Identifier** |  | |
| **L3 Process Map Trace** |  | |
| **Use Case Description** |  | |
| **Actors** | | |
| **Primary:** |  | |
| **Secondary:** |  | |
| **Conditions** | | |
| **Pre-Conditions:** | | **Post-Conditions:** |
|  | |  |

# **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 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

# **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 – xxx)** | | |
| --- | --- | --- | --- | --- |
|  | **Step** | | **Alternative Flow** | **UI/Notification** |
| 1 |  | |  |  |
| 2 |  | |  |  |
| 3 |  | |  |  |
| 4 |  | |  |  |
| 5 |  | |  |  |

# **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 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

# **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)** |
| --- | --- | --- | --- | --- | --- | --- |
| BR001 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

# **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)** |
| --- | --- | --- | --- |
| UI001 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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** |  | **UI/ Screen Name:** | |  | |
| **UI Description** | |  | | | |
| **UI Screen** |  | | | | |
| **Component ID** | **Component Name** | **Data Element ID** | **Type** | **Displayed/ Enabled Rules** | **Label** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# **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)** |
| --- | --- | --- | --- | --- | --- |
| NO001 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

# **Additional Details & Notes**

Please provide any additional details to support this Use Case.