ORgSys
(Organization Recognition System)
Use Case Specification

Submitted to:

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In partial fulfillment of academic requirements

Revision Control

History Revision:

Revision Date	Person Responsible	Version Number	Modification
09/13/13	Patrick Granada Emir Mercado	1.0	Initial Document
09/25/2013	Emir Mercado	2.0	Revise whole document

*Use-Case Name*:   1.0 Submit Org Requirements

Description: In general, this function encompasses the processes involved with submitting the orgs' requirements. This will include the list of members and activities, profiles of the officers, approval of the advisers and of the unit heads.

Preconditions: There must already be a requirements checklist released by the Associate Dean for Student Affairs before the organizations can submit their documents and the unit heads receive them.

Flow of Events:

Scenario Name	Description
Scenario 1 Submit documents	The organization compiles all documents needed to be passed. Then, they submit it to the unit head.
Scenario 2 Receive documents	The unit heads receive the documents submitted by the organizations.

Activity Diagram of the Flow of Events:
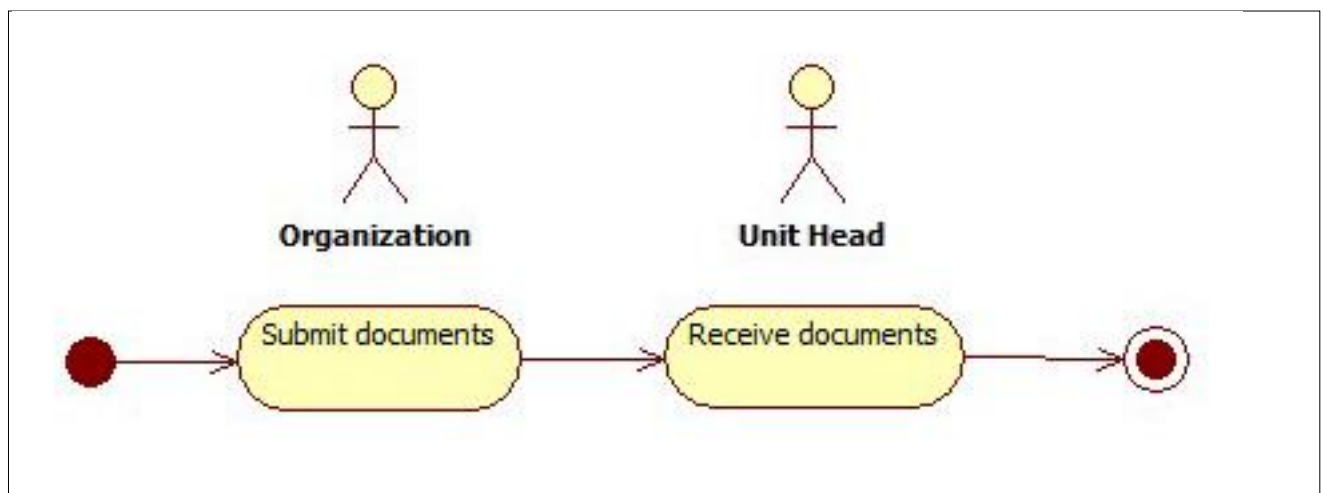
Postcondition: For this case to terminate, the organizations must have documents with them submitted to the unit head. It can't be non-existing after this process.

Relationships: The Organization and the Unit Head

Special Requirements:
     NONE

*Use-Case Name*:   2.0 Approve Org Requirements

Description: Before the documents of the organizations reach the Associate Dean, the unit heads must have approval of these documents. Once approved, the documents can be sent to the Associate Dean for the next level of approval.

Preconditions: There must already be a requirements checklist released by the Associate Dean for Student Affairs before the organizations can submit their documents and the unit heads approve them.

Flow of Events:

Scenario Name	Description
Scenario 1 Evaluate documents	The unit head scans the documents, checking if the needed files and signatures are in them, then decides whether the organization's documents are approved or rejected.
Scenario 2 Return documents	This happens when the unit head rejects the documents submitted by the organization.
Scenario 3 Resubmit documents	The organization will keep on revising and submitting their documents until the unit heads gives an approval or the renewal period is over.
Scenario 3 Upload documents	This happens when the unit head approves the documents submitted by the organization. The unit head then uploads the documents through the online storage system to have them checked by the Associate Dean for Student Affairs and the Review Committee.
Scenario 4 Store documents	Cloud storage keeps the files easily accessible through the internet.

Activity Diagram of the Flow of Events:
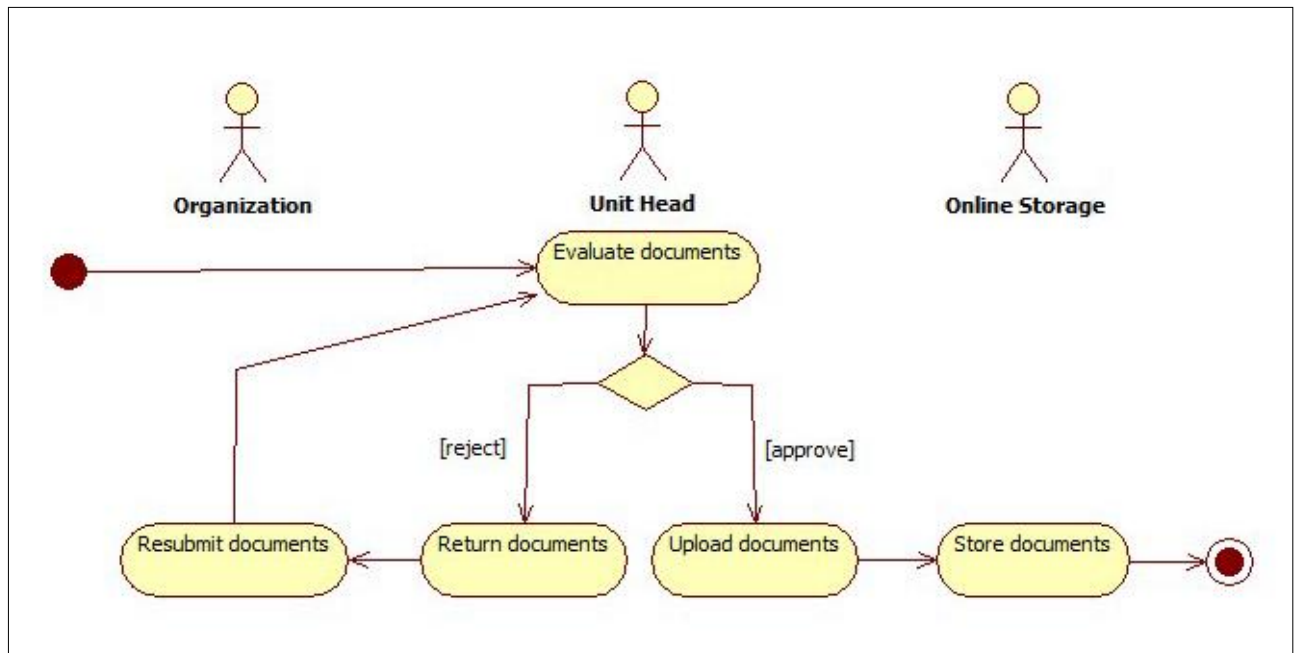
Postcondition:　　For this use case to terminate, the unit heads must approve of the documents submitted by their assigned organizations. After this, the documents of the organization must already be on the online storage or they will not be recognized by the college.

Relationships:　　The Organization, Unit Head, and Online Storage are the ones involved in these use cases.

Special Requirements:
　　NONE

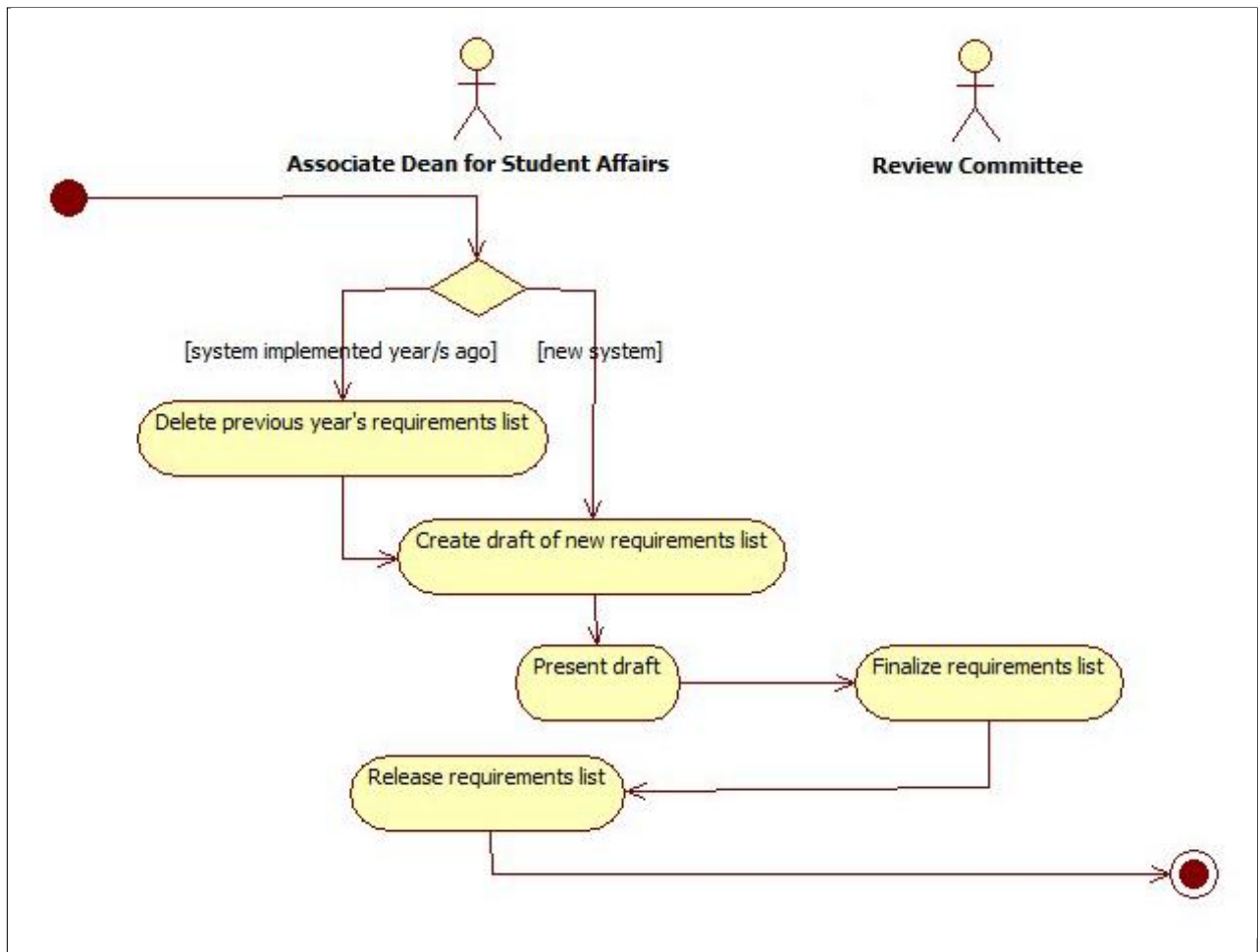*Use-Case Name*:   3.0 Manage Requirements Checklist

Description: The list of requirements that the organizations must submit will be created by the Associate Dean for Student Affairs. These requirements overtime. The usual requirements are the ones listed at Use-Case 1.0.

Preconditions: NONE

Flow of Events:

Scenario Name	Description
Scenario 1 Delete previous year's requirements list	If this system has already been implemented year/s ago, the requirements list of the last year it was implemented will be deleted.
Scenario 2 Create draft of new requirements list	A draft of the new requirements checklist will be created for the current school year.
Scenario 3 Present draft	The Associate Dean for Student Affairs will present the draft to the Review Committee for further discussion and evaluation.
Scenario 4 Finalize requirements list	The requirements checklist will be finalized by the Review Committee together with the Associate Dean for Student Affairs. Once it has been finalized, the requirements list cannot anymore be changed until the school year ends.
Scenario 5 Release requirements list	The requirements checklist for the school year's org renewal process will be released by the Associate Dean for Student Affairs and have the student organizations notified.

Activity Diagram of the Flow of Events:

Postcondition: For the use-case to terminate, the requirements checklist must have been finalized and released already by the Associate Dean for Student Affairs. The checklist must exist so that the organizations know what to submit.

Relationships   Associate Dean for Student Affairs and the Review Committee

Special Conditions:
        NONE

*Use-Case Name*:   4.0 Review Orgs for Recognition

Description: Using the requirements checklist and the criteria created, the review committee, together with the Associate Dean for Student Affairs will evaluate all the organizations.

Preconditions: Only the organizations who have their files uploaded in the online storage system will be reviewed by the Associate Dean for Student Affairs and the Review Committee.

Flow of Events:

Scenario Name	Description
Scenario 1 Provide organization documents	The documents stored in the Online Storage will be made available for the Associate Dean for Student Affairs for gathering.
Scenario 2 Provide list of enrolled students	The University Registrar will provide the administration the data needed to validate the members of the organizations. The list is used mainly to check if the students in the rosters are currently enrolled or not.
Scenario 3 Gather documents	The Associate Dean for Student Affairs will gather all documents, such as those from the online storage and the university registrar, needed to evaluate the organizations. This will happen right after the deadline of submissions of the organizations' documents.
Scenario 4 Head deliberations	The Associate Dean for Student Affairs will initiate the deliberations of the organizations by forming the Review Committee and working on the whole process of evaluating the orgs as a team.
Scenario 5 Validate org members	Using data from the University Registrar, it will be determined if all the members of the organization listed on their roster are currently enrolled or not. The organizations' status will partly depend on the result of this validation.
Scenario 6 Evaluate submitted documents	The other documents submitted by the organizations, as to be specified by the requirements checklist, will be checked by the review committee and provide the proper evaluation of each set of documents.
Scenario 7 Finalize list of approved orgs	After all the evaluation done, the review committee, with the guidance of the Associate Dean, will decide on which orgs to approve or reject their renewal.

Activity Diagram of the Flow of Events:
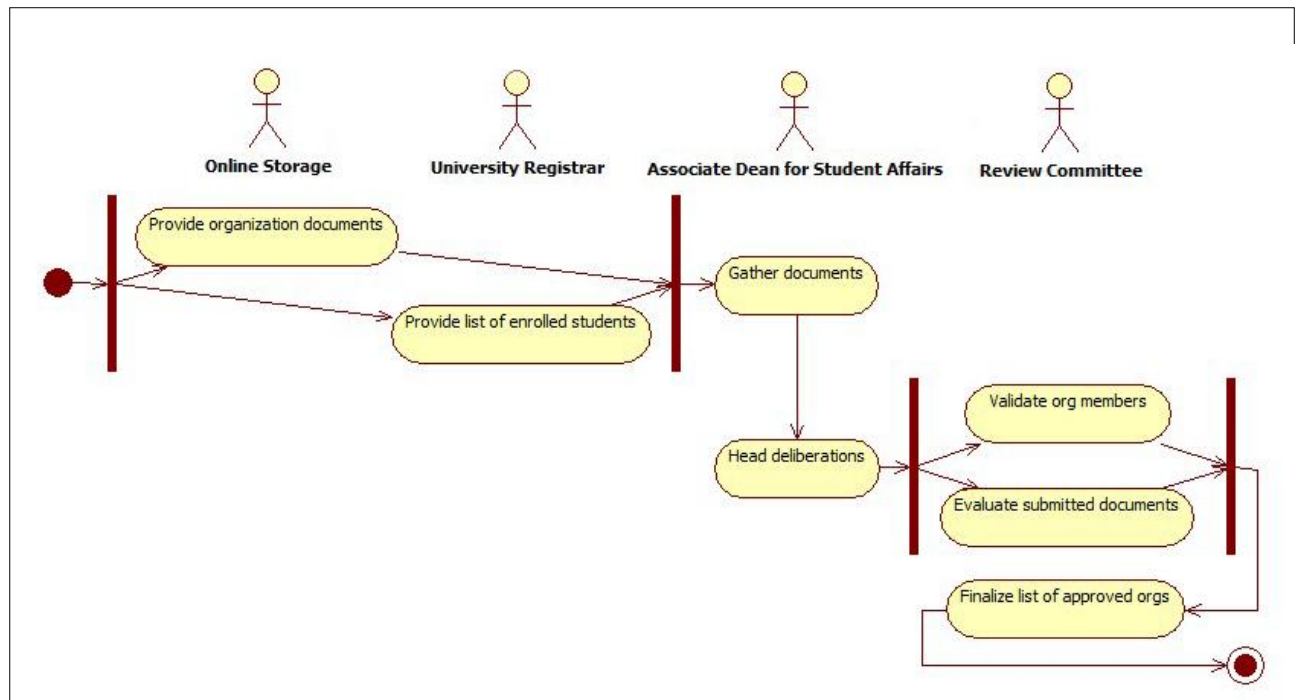
Postcondition: For the use-case to terminate, the review committee must be able to generate a status for each organization who had documents stored in the online storage.

Relationships: Online Storage, University Registrar, Review Committee, and the Associate Dean for Student Affairs

Special Requirements:
NONE

*Use-Case Name*:   5.0 Generate Review Result

Description: The end-result of the evaluation of organizations will be the recognition status that the organizations will receive. All people involved will be able to view this and keep track of it.

Preconditions: The review result for an organization will be made only if the organization was able have their documents uploaded and reviewed by the Associate Dean of Student Affairs and the Review Committee.

Flow of Events:

Scenario Name	Description
Scenario 1 Submit list of approved orgs	The Review Committee will give the list of orgs that passed the evaluation conducted by the team to the Associate Dean of Student Affairs.
Scenario 2 Recommend approval	The Associate Dean will sign the appropriate documents signifying that he has recommended approval of these orgs to the dean. It is sign that all documents submitted by the orgs are valid and conform to the requirements given during the start of the renewal process.
Scenario 3 Submit list to the dean	Once given a recommendation of approval, the Associate Dean will submit the documents to the dean, so that the dean can give his/her approval to the organization.
Scenario 4 Release list of approved orgs	The Associate Dean for Student Affairs will release the list of newly recognized organizations of the college. At the same time, the organizations will receive a certificate signed by the dean as proof that they have been recognized.

Activity Diagram of the Flow of Events:
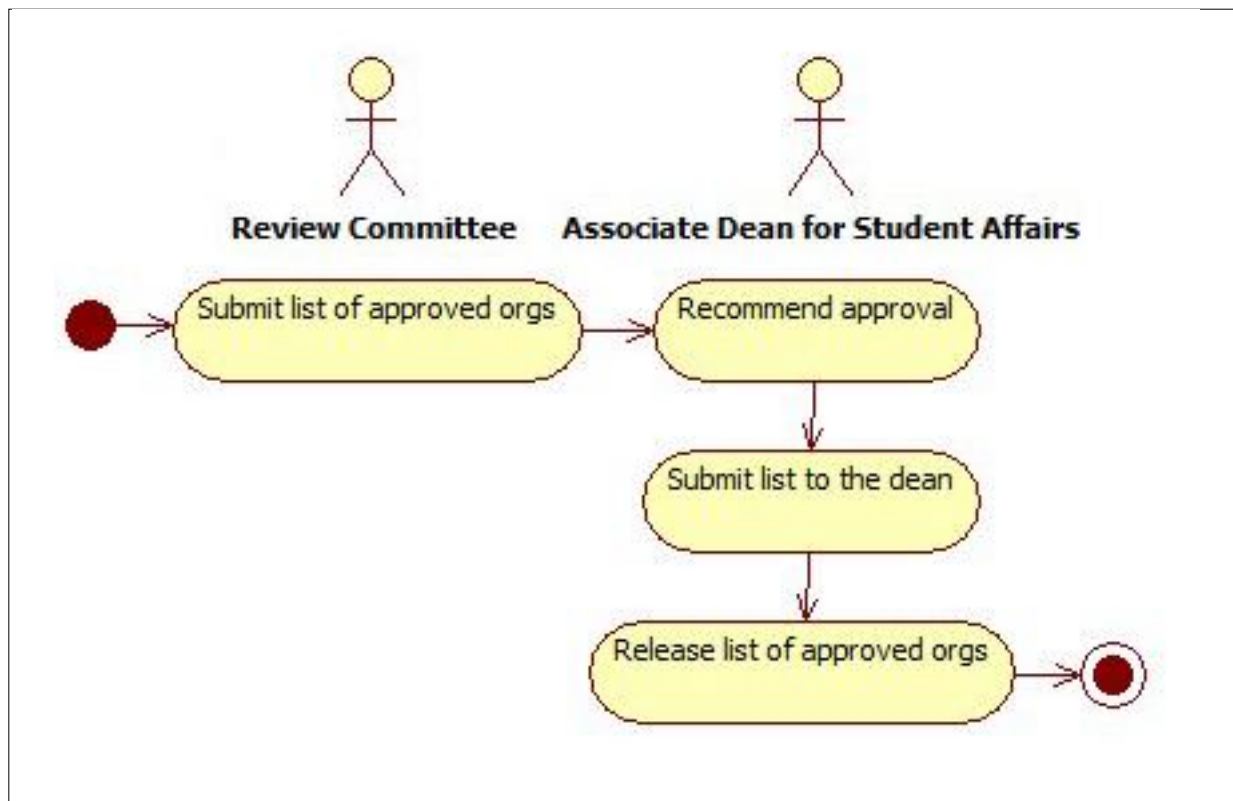
Postcondition: This use case will terminate once the list of approved orgs are released.

Relationships: Associate Dean for Student Affairs, Review Committee

Special Requirements:
  The dean will have to participate in this process. The dean will sign the certificates that are proof that the organizations are successfully renewed.