**Use Cases**

The following are the envisioned use cases for our proposed HOOF system solution. Each instance has three use cases: an add, a delete and an edit functionality. These use cases describe what the HOOF end user will be able to accomplish through the information system. The case name: the instance’s function, actor: main end user, description: brief description of the functionality and risk: based off of our assessment in the risk analysis, will either ‘low’ or ‘high’.

**1. Case name:** Add Volunteers

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to add a new volunteer.

**Risk:** Low

**2. Case name:** Delete Volunteers

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to delete a volunteer who leaves.

**Risk:** Low

**3. Case name:** Edit Volunteers

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to edit a volunteer’s information.

**Risk:** Low

**4. Case name:** Add Volunteer Hours

**Actor:** Volunteer

**Description:** A hoof volunteer will be able to add hours volunteered through the volunteer portal on the website.

**Risk:** Low

**5. Case name:** Delete Volunteer Hours

**Actor:** Volunteer

**Description:** A hoof volunteer will be able to delete hours volunteered to work through the volunteer portal on the website.

**Risk:** Low

**6. Case name:** Edit Volunteer Hours

**Actor:** Volunteer

**Description:** A hoof volunteer will be able to edit hours scheduled to volunteer through the volunteer portal on the website.

**Risk:** Low

**7. Case name:** Add Volunteer Information

**Actor:** HOOF Administrator

**Description:** A HOOF Administrator will be able to add pertinent volunteer information to the portal.

**Risk:** Low

**8. Case name:** Delete Volunteer Information

**Actor:** HOOF Administrator

**Description:** A HOOF Administrator will be able to delete volunteer information that is no longer pertinent.

**Risk:** Low

**9. Case name:** Edit Volunteer Information

**Actor:** HOOF Administrator

**Description:** A HOOF Administrator will be able to edit volunteer information as needed.

**Risk:** Low

**10. Case name:** Add a Child

**Actor:** HOOF Administrator

**Description:**  A hoof administrator will be able to add a child’s information.

**Risk:** High

**11. Case name:** Delete a Child

**Actor:** HOOF Administrator

**Description:**  A hoof administrator will be able to delete a child’s information.

**Risk:** Low

**12. Case name:** Edit a Child

**Actor:** HOOF Administrator

**Description:**  A hoof administrator will be able to edit a child’s information.

**Risk:** High

**13. Case name:** Add School Information

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to add participating schools. (name/contact information)

**Risk:** Low

**14. Case name:** Delete School Information

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to delete participating schools. (name/contact information)

**Risk:** Low

**15. Case name:** Edit School Information

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to edit information for participating schools. (name/contact information)

**Risk:** Low

**16. Case name:** Add Potential Grants

**Actor:** Designated Grant Writer

**Description:** A hoof administrator or designated grant writer will be able to add a potential grant to the list.

**Risk:** Low

**17. Case name:** Delete Potential Grants

**Actor:** Designated Grant Writer

**Description:** A hoof administrator or designated grant writer will be able to delete a potential grant from the list.

**Risk:** Low

**18. Case name:** Edit Potential Grants

**Actor:** Designated Grant Writer

**Description:** A hoof administrator or designated grant writer will be able to edit information on potential grants.

**Risk:** Low

**19. Case name:** Add a Grant Application

**Actor:** Designated Grant Writer

**Description:** A hoof administrator or designated grant writer will be able to add grants applied for.

**Risk:** High

**20. Case name:** Delete a Grant Application

**Actor:** Designated Grant Writer

**Description:** A hoof administrator or designated grant writer will be able to delete a grant application applied for.

**Risk:** Low

**21. Case name:** Edit a Grant Application

**Actor:** Designated Grant Writer

**Description:** A hoof administrator or designated grant writer will be able to edit information on grant applications.

**Risk:** High

**22. Case name:** Add to Board of Directors

**Actor:** HOOF Administrators

**Description:** A hoof administrator will be able to add a member to the Board of Directors.

**Risk:** Low

**23. Case name:** Delete from Board of Directors

**Actor:** HOOF Administrators

**Description:** A hoof administrator will be able to delete a member of the Board of Directors.

**Risk:** Low

**24. Case name:** Edit to Board of Directors

**Actor:** HOOF Administrators

**Description:** A hoof administrator will be able to edit information on Board of Directors.

**Risk:** Low

**25. Case name:** Add to Mailing List

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to add a member to the mailing list.

**Risk:** Low

**26. Case name:** Delete from Mailing List

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to delete a contact on the mailing list.

**Risk:** Low

**27. Case name:** Edit Mailing List

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to edit information on the mailing list.

**Risk:** Low

**28. Case name:** Add Scheduled Mail

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to add a scheduled email to the mailing list.

**Risk:** Low

**29. Case name:** Delete Scheduled Mail

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to delete a scheduled email to the mailing list.

**Risk:** Low

**30. Case name:** Edit Scheduled Mail

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to edit scheduled emails to the mailing list.

**Risk:** Low

**31. Case name:** Add Content to Website

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to add content to the website through WordPress.

**Risk:** High

**32. Case name:** Delete Content from Website

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to delete content from the website through WordPress.

**Risk:** High

**33. Case name:** Edit Content to Website

**Actor:** HOOF Administrator

**Description:** A hoof administrator will be able to edit content on the website through WordPress.

**Risk:** High

**34. Case name:**  Add Silent Auction Inventory

**Actor:** Auction Director

**Description:** The auction director will be able to add current inventory items.

**Risk:** Low

**35. Case name:**  Delete Silent Auction Inventory

**Actor:** Auction Director

**Description:** The auction director will be able to delete current inventory items.

**Risk:** Low

**36. Case name:**  Edit Silent Auction Inventory

**Actor:** Auction Director

**Description:** The auction director will be able to edit current inventory items.

**Risk:** Low

**37. Case name:** Add Silent Auction Information

**Actor:** Silent Auction Director

**Description:** The auction director will be able to add information on the silent auctions.

**Risk:** Low

**38. Case name:** Delete Silent Auction Information

**Actor:** Silent Auction Director

**Description:** The auction director will be able to delete information on the silent auctions.

**Risk:** Low

**39. Case name:** Edit Silent Auction Information

**Actor:** Silent Auction Director

**Description:** The auction director will be able to edit the information on the silent auctions.

**Risk:** Low

**40. Case name:** Add Media Contact

**Actor:**  Director of Public Relations

**Description:** The director of public relations will be able to add information on media contacts.

**Risk:** Low

**41. Case name:** Delete Media Contact

**Actor:**  Director of Public Relations

**Description:** The director of public relations will be able to delete information on media contacts.

**Risk:** Low

**42. Case name:** Edit Media Contact

**Actor:**  Director of Public Relations

**Description:** The director of public relations will be able to edit information on media contacts.

**Risk:** Low

**43. Case name:** Add Social Media Content

**Actor:** Social Media Manager

**Description:** The social media manager will be able to add posts and comments to social media.

**Risk:** Low

**44. Case name:** Delete Social Media Content

**Actor:** Social Media Manager

**Description:** The social media manager will be able to delete content from social media.

**Risk:** Low

**45. Case name:** Edit Social Media Content

**Actor:** Social Media Manager

**Description:** The social media manager will be able to edit content on social media.

**Risk:** Low

**46. Case name:** Add Financial Information

**Actor:** Accountant

**Description:** The social media manager will be able to add revenue and expenses.

**Risk:** High

**47. Case name:** Delete Financial Information

**Actor:** Accountant

**Description:** The social media manager will be able to delete revenue and expenses.

**Risk:** High

**48. Case name:** Edit Financial Information

**Actor:** Accountant

**Description:** The social media manager will be able to edit revenue and expenses.

**Risk:** High

**49. Case name:** Add an Administrator

**Actor:** HOOF Administrator

**Description:** The HOOF administrator will be able to add administrative permissions to other members.

**Risk:** High

**50. Case name:** Delete an Administrator

**Actor:** HOOF Administrator

**Description:** The HOOF administrator will be able to delete administrative permissions for other members.

**Risk:** High

**51. Case name:** Edit an Administrator

**Actor:** HOOF Administrator

**Description:** The HOOF administrator will be able to edit administrative permissions for other members.

**Risk:** High

**52. Case name:** Add a Donor

**Actor:** HOOF Administrator

**Description:** The HOOF administrator will be able to add donor information.

**Risk:** High

**53. Case name:** Delete a Donor

**Actor:** HOOF Administrator

**Description:** The HOOF administrator will be able to delete donor information.

**Risk:** Low

**54. Case name:** Edit a Donor

**Actor:** HOOF Administrator

**Description:** The HOOF administrator will be able to edit donor information.

**Risk:** High

**55. Case name:** Add a Recurring Donation

**Actor:** Donors

**Description:** The donors will be able to add donations or recurring donations.

**Risk:** High

**56. Case name:** Delete a Recurring Donation

**Actor:** Donors

**Description:** The donors will be able to delete recurring donations.

**Risk:** High

**57. Case name:** Edit a Recurring Donation

**Actor:** Donors

**Description:** The donors will be able to edit recurring donations.

**Risk:** High

**58. Case name:** Add an Event

**Actor:** HOOF Administrator

**Description:** The HOOF Administrator will be able to add information for events.

**Risk:** Low

**59. Case name:** Edit an Event

**Actor:** HOOF Administrator

**Description:** The HOOF Administrator will be able to edit information for events.

**Risk:** Low

**60. Case name:** Delete an Event

**Actor:** HOOF Administrator

**Description:** The HOOF Administrator will be able to delete information for events.

**Risk:** Low