Create New Outline

```
                    ┌──────────────┐
                    │    Create    │
                    │  new outline │
                    └──────┬───────┘
                           │
                    ┌──────┴───────┐
                    │  Enter alpha,│
                    │ number, title│
                    └──────┬───────┘
                           │
                          ◇
   ┌──────────────┐   ╱ Correct ╲
   │  WRONG_DIV   │──◇ division? ◇
   └──────────────┘   ╲         ╱
                          ◇
                           │
                    ┌──────┴───────┐
                    │   Outline    │
                    │   created    │
                    └──────┬───────┘
                           │
                        ( Modify )
```
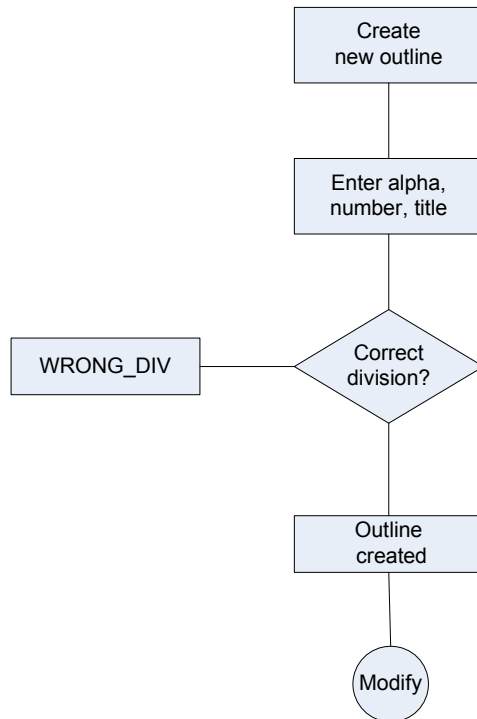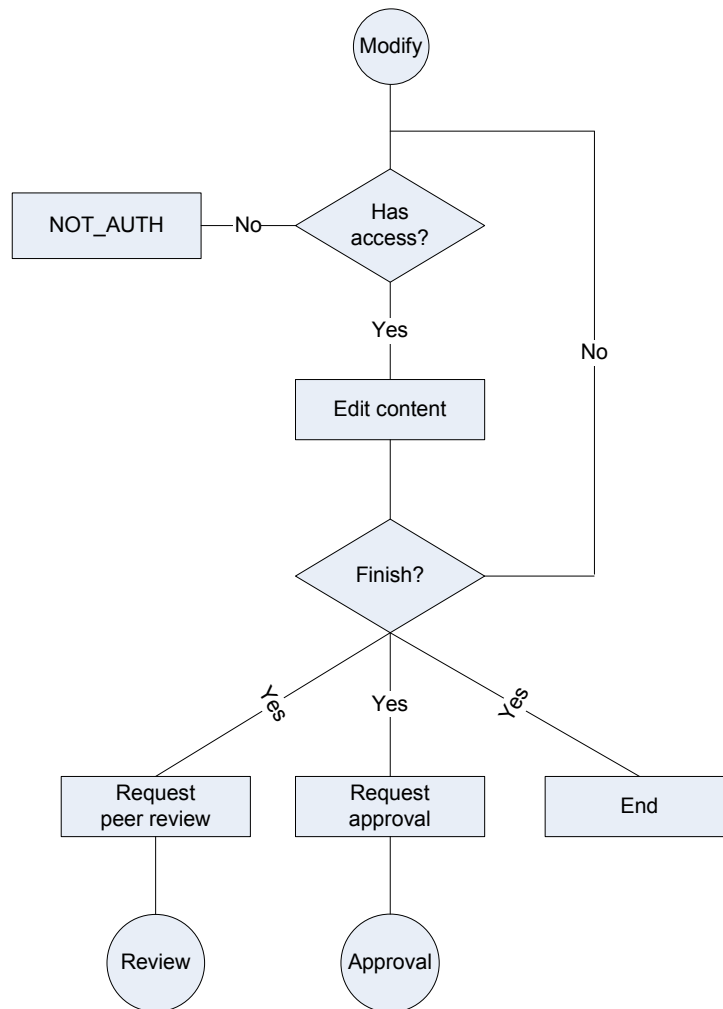
Given: course alpha = ICS, number = 100

PROPOSER:

1) User must be from ICS division in order to propose ICS outlines. If not, notify of error; otherwise, go on

2) Once proposed, user may return to modify without limits

3) When modifications are completed, user may notify approvers to begin process.

Modify Outline

```
                        ( Modify )
                             |
                             |
                             |
  +-----------+         +---------+
  | NOT_AUTH  |---No----<  Has     >
  +-----------+          < access? >
                         +---------+
                             |
                            Yes
                             |
                      +-------------+
                      | Edit content|
                      +-------------+
                             |
                         < Finish? >-----No
                        /    |    \
                      Yes   Yes   Yes
                      /      |      \
          +-----------+ +----------+ +------+
          | Request   | | Request  | | End  |
          | peer review| | approval | +------+
          +-----------+ +----------+
                |            |
            ( Review )  ( Approval )
```
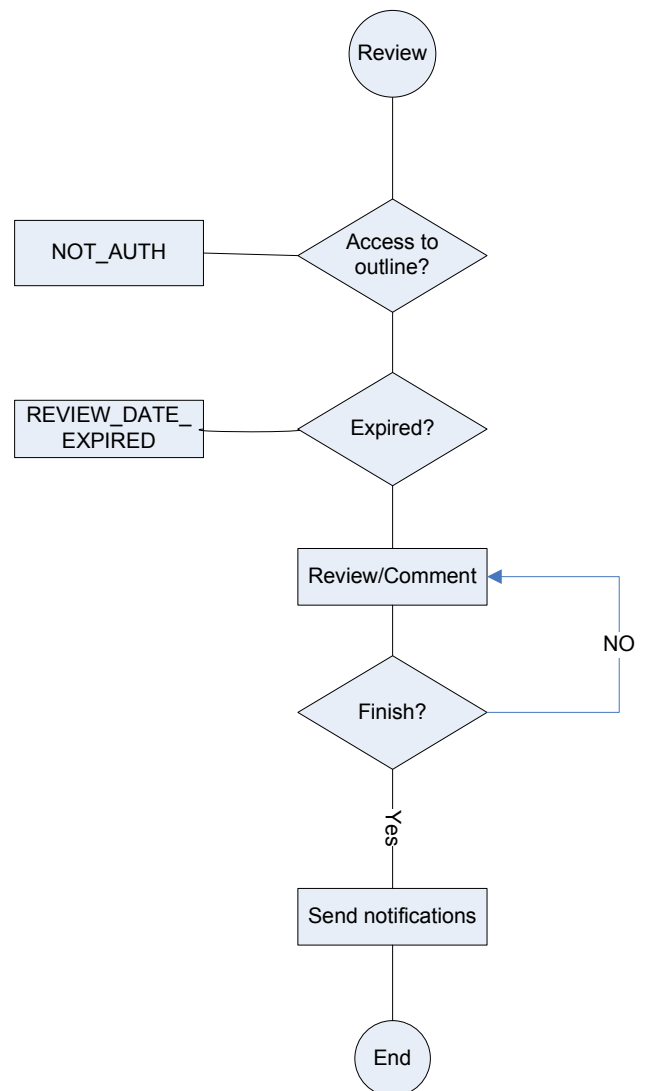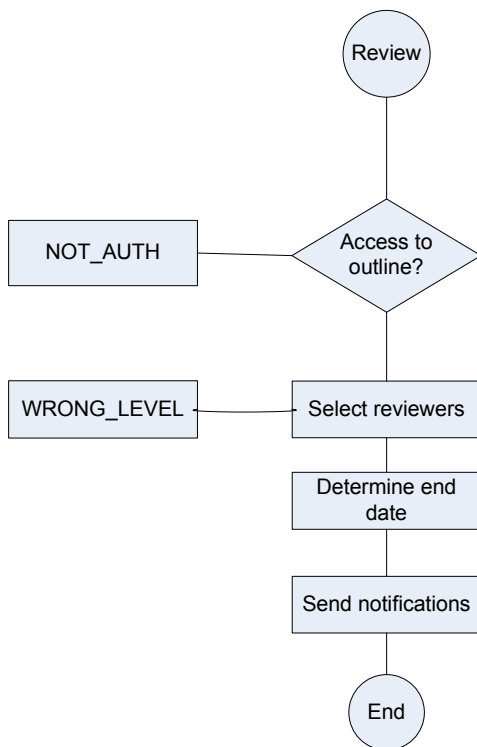
- Given: alpha = ICS, number = 100
-
- AUTHOR:
-
- Faculty enters alpha and number to work with
- If not the author, message is displayed
- Faculty modifies until completed. Modifications may go on for as long as faculty wishes.
- Once modifications are completed, faculty may initiate the approval process

Course Approval

Proposer	Reviewer

Proposer flow:

Review → Access to outline?
- NOT_AUTH
- → Select reviewers
  - WRONG_LEVEL
- → Determine end date
- → Send notifications
- → End

Reviewer flow:

Review → Access to outline?
- NOT_AUTH
- → Expired?
  - REVIEW_DATE_EXPIRED
- → Review/Comment
- → Finish?
  - NO → Review/Comment
  - Yes → Send notifications
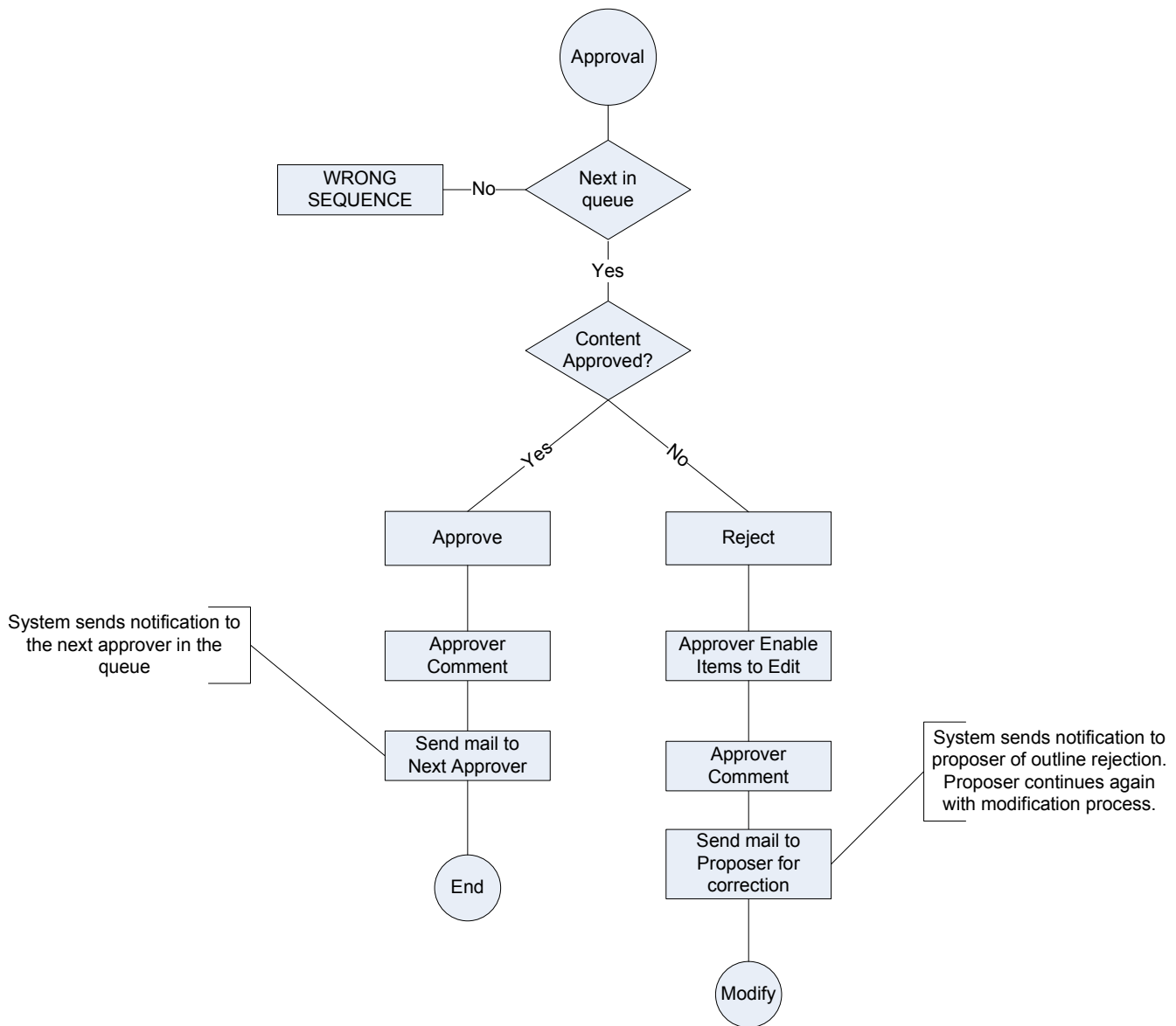- → End

Given: alpha = ICS, number = 100

Proposer:
- Only proposer may initiate the outline review process; invite reviewers; set due date;

Reviewer:
- Must review before due date

Course Approval

```
              ( Approval )
                   |
  ┌──────────┐     ◇
  │  WRONG   │──No─┤ Next in  │
  │ SEQUENCE │     │  queue   │
  └──────────┘     ◇
                   |
                  Yes
                   |
                   ◇
               │ Content  │
               │ Approved? │
                   ◇
            Yes  /    \  No
               /        \
        ┌──────────┐  ┌──────────┐
        │ Approve  │  │  Reject  │
        └──────────┘  └──────────┘
             |              |
        ┌──────────┐  ┌──────────────┐
        │ Approver │  │ Approver Enable │
        │ Comment  │  │ Items to Edit   │
        └──────────┘  └──────────────┘
             |              |
        ┌──────────┐  ┌──────────┐
        │ Send mail │ │ Approver │
        │ to Next   │ │ Comment  │
        │ Approver  │ └──────────┘
        └──────────┘       |
             |         ┌──────────────┐
          ( End )      │ Send mail to │
                       │ Proposer for │
                       │ correction   │
                       └──────────────┘
                            |
                        ( Modify )
```

System sends notification to the next approver in the queue

System sends notification to proposer of outline rejection. Proposer continues again with modification process.

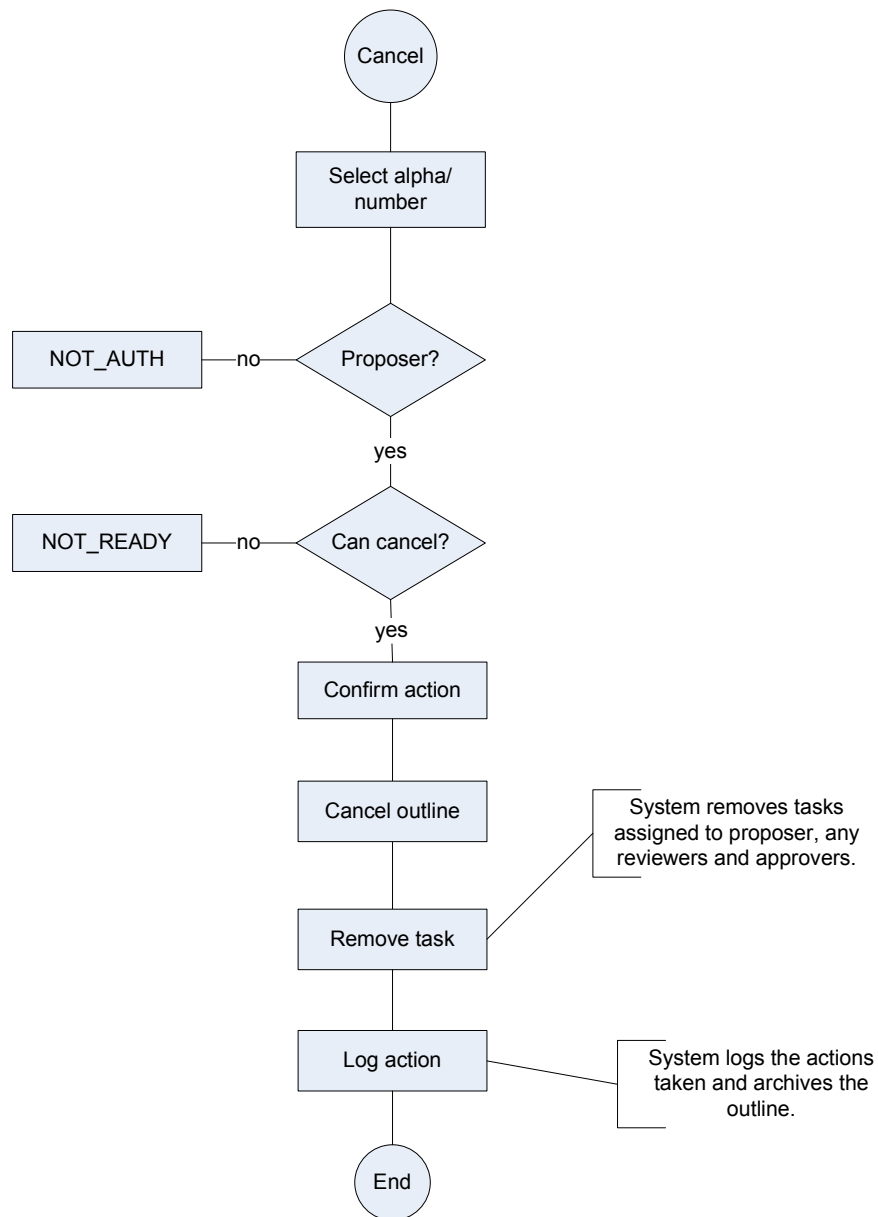Given: alpha = ICS, number = 100

APPROVERS:

- Approver logs in in order of approver sequence as defined by campus (LEVELS)
- LEVEL-1 approver goes first; If LEVEL-1 approves, LEVEL-2 is notified to begin approval
- If LEVEL-2 approves, LEVEL-3 is notified
- If LEVEL-3 rejects, proposer is notified;

PROPOSER:
- Proposer edits rejected items; when ready, approval process resumes*

*NOTE: Each campus decides whether to have the approval process resuming from the point where it was rejected (LEVEL-3) or to restart back at LEVEL-1.
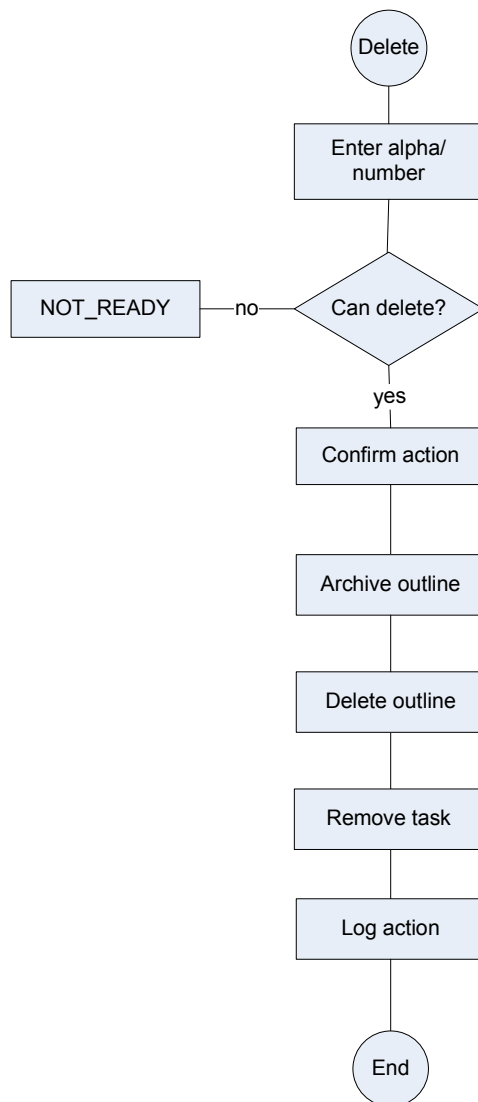
Course Outline

Cancel

Select alpha/ number

NOT_AUTH —no— Proposer?

yes

NOT_READY —no— Can cancel?

yes

Confirm action

Cancel outline

Remove task — System removes tasks assigned to proposer, any reviewers and approvers.

Log action — System logs the actions taken and archives the outline.

End

CANCEL OUTLINE

- Proposer selects alpha and number
- System verifies that proposer is also author of outline; if not, display message.

Delete Outline

```
        ( Delete )
             |
    ┌─────────────────┐
    │  Enter alpha/   │
    │     number      │
    └─────────────────┘
             |
          ◇ Can delete? ◇
  ┌──────────────┐
  │  NOT_READY   │──no──
  └──────────────┘
             |
            yes
    ┌─────────────────┐
    │  Confirm action │
    └─────────────────┘
             |
    ┌─────────────────┐
    │  Archive outline│
    └─────────────────┘
             |
    ┌─────────────────┐
    │  Delete outline │
    └─────────────────┘
             |
    ┌─────────────────┐
    │  Remove task    │
    └─────────────────┘
             |
    ┌─────────────────┐
    │  Log action     │
    └─────────────────┘
             |
          ( End )
```

DELETE OUTLINE

- Similar to cancel outline process