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| --- | --- |
| ID # | 1 |
| Name | Create/Delete Accounts |
| Actors | HR, Employee |
| Preconditions | If delete account, Employee must exist within system |
| Post-conditions | Employee’s account is either created or deleted |
| Main flow | Upon Employee’s arrival to the company, HR will create an account for the Employee with a unique username and a password which can later be reset by the Employee. If the Employee is no longer associated with the company, HR will delete the account from the Event Planner App |
| Alternate flow | N/A |

|  |  |
| --- | --- |
| ID # | 2 |
| Name | Reset Employee Password |
| Actors | HR, Employee |
| Preconditions | Employee must exist within system, Employee info is provided to HR |
| Post-conditions | Employee’s password is reset |
| Main flow | If an Employee has forgotten their password and is unable to recover it, HR has the ability to reset their password on request. This reset allow the Employee to create a new password as long as all required information has been provided to HR to perform the reset |
| Alternate flow | The reset was unsuccessful, and another attempt will be made |

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| --- | --- |
| ID # | 3 |
| Name | Collaborate Via SMS |
| Actors | Team Member, Team Supervisor, Event Manager, Event Manager Assistant |
| Preconditions | All actors are in their respective teams |
| Post-conditions | N/A |
| Main flow | Collaborate via SMS allows teams to communicate to one another based on their positions in the team. Team Supervisors and Team Members will have a SMS group chat, as well as Event Manager, Event Manager Assistant, and the Team Supervisor. This allows for communication with teams in a hierarchical format. |
| Alternate flow | N/A |

|  |  |
| --- | --- |
| ID # | 4 |
| Name | Change Employee Roles |
| Actors | HR, Team Supervisor, Event Manager, Event Manager Assistant |
| Preconditions | Employee must exist within system |
| Post-conditions | Employee role is changed |
| Main flow | Employees will have 1 of 6 roles that can change frequently based on the event they are associated with and what their responsibilities are within their team. These actors listed above can change an Employee role whenever required |
| Alternate flow | Employee role is not changed |

|  |  |
| --- | --- |
| ID # | 5 |
| Name | Edit Personal Calendar |
| Actors | General Employee, Team Supervisor, Event Manager, Event Manager Assistant |
| Preconditions | Actor must exist within system |
| Post-conditions | The calendar is successfully updated |
| Main flow | Every Employee in our Event Planner App has a personal calendar associated with them in order to keep track of events they are scheduled for. This personal calendar also allows Employees to view other Employee calendars. This calendar can be edited to block out dates when the Employee cannot be schedule, as well as add dates to the calendar when the Employee is scheduled for an event, and add Occasions which will notify all other Employees associated with that Occasion |
| Alternate flow | Calendar edits decided to be canceled, nothing is changed/updated |

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| --- | --- |
| ID # | 6 |
| Name | Create New Event |
| Actors | Event Manager |
| Preconditions | Event Manager must have an account |
| Post-conditions | A new event is created and can now be set up with the proper details |
| Main flow | An event manager will gather all the information needed for the particular event from the client and create the basic structure for the event in the app. Once he creates the new event, then the Event Manager Assistant can help him form teams and assign all the roles needed for the event. |
| Alternate flow | N/A |

|  |  |
| --- | --- |
| ID # | 7 |
| Name | Create Teams |
| Actors | Event Manager, Event Manager Assistant |
| Preconditions | A new event must be created |
| Post-conditions | Team outlines are created and are ready to be assigned Team Supervisor and Team Members for each team. |
| Main flow | The Event Manager or Event Manager Assistant determines how to break down the event into specific teams in order to accomplish many different subtasks. |
| Alternate flow | N/A |

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| --- | --- |
| ID # | 8 |
| Name | Update Members In Teams |
| Actors | Event Manager, Event Manager Assistant |
| Preconditions | Team must be created |
| Post-conditions | Teams are now populated with one Team Supervisor and one or more Team Members. Notification is sent to Team Members/Supervisors |
| Main flow | Upon the creation of the Team, only the Event Manager and Event Manager Assistant are able to determine how they want their teams to be set up and who they want to be the Team Supervisors from the General Employees group. The Team Members and Supervisors are notified that they have just been added to a new team. |
| Alternate flow | N/A |

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| --- | --- |
| ID # | 9 |
| Name | Specify Basic Event Info |
| Actors | Event Manager, Event Manager Assistant |
| Preconditions | The Event Manager must have already created the event. |
| Post-conditions | Event’s basic information should be available to all teams. |
| Main flow | The Event Manager or Event Manager Assistant is able to edit a form that has all the event parameters to be readable to the Team Supervisors and Team Members. |
| Alternate flow | N/A |

|  |  |
| --- | --- |
| ID # | 10 |
| Name | Edit Event Schedule |
| Actors | Event Manager, Event Manager Assistant |
| Preconditions | The Event Manager must have created an event. |
| Post-conditions | The event schedule is updated for the teams to be able to view. |
| Main flow | The Event Manager and Event Manager Assistant are able to edit the event schedule for the teams to read in order that they know when and where the event is being held and what subtasks are needed to be completed in order to ensure the success of the event. |
| Alternate flow | N/A |

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| --- | --- |
| ID # | 11 |
| Name | Set Event Schedule Permissions |
| Actors | Event Manager, Event Manager Assistant |
| Preconditions | An event must have been created by the Event Manager |
| Post-conditions | Permissions should be set on all employees depending on their role. |
| Main flow | Only the Event Manager and Event Manager Assistant should be able to set permissions for all the employees in a system that models the employee roles. This should control viewability and access to certain parts of the app. |
| Alternate flow | N/A |