

<Program Name>

Use Case Specification: <USE CASE NAME>

<USE CASE NUMBER>

Version X.X

# Use Case History

| Use Case Properties | |
| --- | --- |
| **Functional Area:** <Functional Area> |  |
| **Project Team Owner:** <Project Team Owner> | **Business Owner:** <Client Full Name> |
| **Stakeholders:** <Clients responsible for use case sign-off> | |

| Revision History | | | |
| --- | --- | --- | --- |
| Date | Version | Description | Author |
| <dd/mmm/yy> | <X.X> | <details> | <name> |
|  |  |  |  |

| Approval History | | | |
| --- | --- | --- | --- |
| Date | Version | Description | Approved By |
| <dd/mmm/yy> | <X.X> | <details> | <name or signature> |
|  |  |  |  |

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# Overview

|  |
| --- |
| Overall Description Of Use Case |
| <a paragraph describing the goal in the context of the overall business process> |

|  |  |
| --- | --- |
| Actors | |
| **Primary**: | <Individual(s) initiating the use case> |
| **Secondary**: | <Individual(s) participating in the use case> |

|  |  |
| --- | --- |
| Relationship to Other Use Cases | |
| **Included Use Cases:** | <Use Case Name> |
| **Extending Use Cases:** | <Use Case Name> |

# Conditions

Identify the conditions that must be in place prior to the start of the Use Case.

|  |  |
| --- | --- |
| Pre-Conditions | |
| 1. | <Pre-Condition 1> |
| 2. | <Pre-Condition 2> |

Identify the event(s) that initiate the Use Case.

|  |  |
| --- | --- |
| Triggers | |
| 1. | <Trigger 1> |
| 2. | <Trigger 2> |

Identify the conditions that will be in place once the Use Case is completed.

|  |  |
| --- | --- |
| Post-Conditions | |
| 1. | <Post-Condition 1> |
| 2. | <Post-Condition 2> |

# Business Assumptions

Identify any key assumptions concerning the way in which the business or process will be structured that underlie the design of this Use Case. These are changes to the business that have been committed by the business to be in place to allow this process to work as designed.

| Business Assumptions | |
| --- | --- |
| 1. | <Business Assumption 1> |
| 2. | <Business Assumption 2> |

# Flow of Events

Describe the primary way in which the process will be conducted. This should represent the general business process that is performed in most instances. Alternatives and exceptions to this process should be described below.

| Basic Flow | | |
| --- | --- | --- |
| Step | Actor Action | System Response |
| 1. 1 |  |  |
| 1. 2 |  |  |
| 1. 3 |  |  |

Alternative flow is a flow that deviates from a step in the basic flow and will either return to that step in a basic flow, terminate the flow or invoke another use case.

| Alternative Flow <Number> – <Name> | | | | |
| --- | --- | --- | --- | --- |
| Deviates from Basic Flow Step: | | <Number> | Return to Basic Flow Step: | <Number> |
| Step | Actor Action | | System Response | |
| 1. 1 | <First step of the alternative flow> | |  | |
|  |  | |  | |
|  |  | |  | |

Exception flow is a flow that deviates from a step in the basic flow and will not return to the basic flow because of the catastrophic circumstances.

| Exception Flow <Number> – <Name> | | | |
| --- | --- | --- | --- |
| Deviates from Basic Flow Step: | | <Number> |  |
| Step | Actor Action | | System Response |
| 1. 1 | <First step of the exception flow> | |  |
|  |  | |  |
|  |  | |  |

# Process Flow Within This Use Case

This is optional and will generally be required for complex processes only. It should present a picture of the way in which this process will work within this Use Case. The flow of the process between Use Cases is presented in a separate document such as a Use Case Diagram.

<Paste in Visio, ABCFlowchart, or PowerPoint Diagrams(s)>

# Associated Automation

List all screens, reports, interfaces, or other batch processes that will be required to support this Use Case including any required changes to Legacy Systems. Briefly describe this functionality and given a preliminary estimate of the complexity of the required functionality.

| Associated Screens, Reports, Interfaces and Other Batch Processes | | | | |
| --- | --- | --- | --- | --- |
| Flow Step(s) | Type[[1]](#footnote-1) | ID / Name | Brief Description of Required Functionality | Initial Estimate of Complexity |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Special Requirements

Provide the anticipated number of times that this Use Case will be executed. If this will change over time, provide an explanation of how this will change over time.

| Performance Requirements | | |
| --- | --- | --- |
| Average Frequency: | <Number> | Per <Year, Month, Day, Hour, Minute, Second> <If applicable, explain how this will change over time.> |
| Frequency per Peak: | <Number> | Per <Year, Month, Day, Hour, Minute, Second> <If applicable, explain how this will change over time.> |
| Availability: | <24/7>/<12/6> |  |

List any non-functional requirements that are unique to this Use Case including maintainability, availability, or extensibility. Do not list any requirements that are general requirements that apply to most Use Cases.

| Special Non-Functional Requirements Associated With This Use Case | | |
| --- | --- | --- |
| Number | Name | Non-Functional Requirement |
|  | <supp spec name> |  |
|  | <supp spec name> |  |

Use this section to list any other requirements that have not been specified elsewhere in this document.

| Other Requirements Not Specified Elsewhere In This Document | |
| --- | --- |
| Number | Description of Requirement |
|  | <Description> |
|  |  |

List any functionality that is out-of-scope for the current release; but may be considered for future releases of the system.

| Considerations for Future Releases | |
| --- | --- |
| Consideration | Description |
| <Consideration> | <Description> |
| <Consideration> |  |

# Questions / Issues / Risks

| Questions/Issues/Risks | | |  |
| --- | --- | --- | --- |
| Asked By | Question/Issue/Risks | Resolution | Resolution Date |
|  |  |  |  |
|  |  |  |  |

1. Type = “NS” = New Screen, “NR”= New Report, “NI” = New Interface, “NB” = Other New Batch Process, “LS” = Legacy Screen, “LR” = Legacy Report, “LI” = Legacy Interface, or “LB” = Legacy Batch Process [↑](#footnote-ref-1)