Use Case Template

Project Name:

Project ID:

Executive Sponsor:

Project Manager:

Business Analyst:

Date: January 14, 2010

Table of Contents

Revision History

Version	Date	Revision Description
.01		
.02		
.03		
.04		
1.0		Approved Use Case

Approvals

We have carefully assessed the Use Cases for this project. This document has been completed in accordance with the requirements of the System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ the document is accepted.

_____ the document is accepted pending the changes noted.

_____ the document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.
(*=Required **= Submit for Review Approval Not Required)

Executive Sponsor**	DATE
Project Sponsor*	DATE
Quality Assurance Manager / Team Lead*	DATE
Business Analyst Manager / Team Lead*	DATE
Project Manager	DATE

Use Case List

Use Case ID	Primary Actor	Use Cases

1 Feature Name (Example: ATM Transaction)

1.1 Feature Process Flow / Use Case Model

1.2 Use Case(s)

Use Case ID:	Enter a unique numeric identifier for the Use Case. e.g. UC-1.2.1		
Use Case Name:	Enter a short name for the Use Case using an active verb phrase. e.g. Withdraw Cash		
Created By:		**Last Updated By:**	
Date Created:		**Last Revision Date:**	
Actors:	[An actor is a person or other entity external to the software system being specified who interacts with the system and performs use cases to accomplish tasks. Different actors often correspond to different user classes, or roles, identified from the customer community that will use the product. Name the actor that will be initiating this use case (primary) and any other actors who will participate in completing the use case (secondary).]		
Description:	[Provide a brief description of the reason for and outcome of this use case.]		
Trigger:	[Identify the event that initiates the use case. This could be an external business event or system event that causes the use case to begin, or it could be the first step in the normal flow.]		
Preconditions:	[List any activities that must take place, or any conditions that must be true, before the use case can be started. Number each pre-condition. e.g. 1. Customer has active deposit account with ATM privileges 2. Customer has an activated ATM card.]		
Postconditions:	[Describe the state of the system at the conclusion of the use case execution. Should include both *minimal guarantees* (what must happen even if the actor's goal is not achieved) and the *success guarantees* (what happens when the actor's goal is achieved. Number each post-condition. e.g. 1. Customer receives cash 2. Customer account balance is reduced by the amount of the withdrawal and transaction fees]		
Normal Flow:	[Provide a detailed description of the user actions and system responses that will take place during execution of the use case under **normal, expected** conditions. This dialog sequence will ultimately lead to accomplishing the goal stated in the use case name and description. 1. Customer inserts ATM card 2. Customer enters PIN 3. System prompts customer to enter language performance English or Spanish 4. System validates if customer is in the bank network 5. System prompts user to select transaction type		

	6. Customer selects Withdrawal From Checking 7. System prompts user to enter withdrawal amount 8. … 9. System ejects ATM card]
Alternative Flows: **[Alternative Flow 1 – Not in Network]**	[Document **legitimate** branches from the main flow to handle special conditions (also known as extensions). For each alternative flow reference the branching step number of the normal flow and the condition which must be true in order for this extension to be executed. e.g. Alternative flows in the *Withdraw Cash* transaction: 4a. In step 4 of the normal flow, if the customer is not in the bank network 1. System will prompt customer to accept network fee 2. Customer accepts 3. Use Case resumes on step 5 4b. In step 4 of the normal flow, if the customer is not in the bank network 1. System will prompt customer to accept network fee 2. Customer declines 3. Transaction is terminated 4. Use Case resumes on step 9 of normal flow Note: Insert a new row for each distinctive alternative flow.]
Exceptions:	[Describe any anticipated **error conditions** that could occur during execution of the use case, and define how the system is to respond to those conditions. e.g. Exceptions to the Withdraw Case transaction 2a. In step 2 of the normal flow, if the customer enters and invalid PIN 1. Transaction is disapproved 2. Message to customer to re-enter PIN 3. Customer enters correct PIN 4. Use Case resumes on step 3 of normal flow]
Includes:	[List any other use cases that are included ("called") by this use case. Common functionality that appears in multiple use cases can be split out into a separate use case that is included by the ones that need that common functionality. e.g. steps 1-4 in the normal flow would be required for all types of ATM transactions- a Use Case could be written for these steps and "included" in all ATM Use Cases.]
Frequency of Use:	[How often will this Use Case be executed. This information is primarily useful for designers. e.g. enter values such as 50 per hour, 200 per day, once a week, once a year, on demand etc.]
Special Requirements:	[Identify any additional requirements, such as nonfunctional requirements, for the use case that may need to be addressed during design or implementation. These may include performance requirements or other quality attributes.]
Assumptions:	[List any assumptions that were made in the analysis that led to accepting this use case into the product description and writing the use case description. e.g. For the *Withdraw Cash* Use Case, an assumption could be: The Bank Customer understands either English or Spanish language.]
Notes and Issues:	[List any additional comments about this use case or any remaining open issues or TBDs (To Be Determined) that must be resolved. e.g. 1. What is the maximum size of the PIN that a use can have?]

Use Case ID:	[Repeat for multiple use cases]		
Use Case Name:			
Created By:		**Last Updated By:**	
Date Created:		**Last Revision Date:**	
Actors:			
Description:			
Trigger:			
Preconditions:			
Postconditions:			
Normal Flow:			
Alternative Flows:			
Exceptions:			
Includes:			
Frequency of Use:			
Special Requirements:			
Assumptions:			
Notes and Issues:			

2 Feature Name (Repeat for multiple features)

2.1 Feature Process Flow / Use Case Model

2.2 Use Case(s)

Use Case ID:			
Use Case Name:			
Created By:		**Last Updated By:**	
Date Created:		**Last Revision Date:**	
Actors:			
Description:			
Trigger:			
Preconditions:			
Postconditions:			
Normal Flow:			
Alternative Flows:			
Exceptions:			
Includes:			
Frequency of Use:			
Special Requirements:			
Assumptions:			
Notes and Issues:			