Use Case Description
Example Relationship Database

Use Case Name:	Record organization donor profile
Iteration:	Filled
Summary:	The user enters or changes information about organizational donor profiles
Basic Course of Events:	1. The user indicates that information about organizational donor profiles is to be entered 2. The system prompts the user for: a. identifying information for the record to be entered/altered i. Organization name (full name or partial name pattern for matching) ii. Search pattern for mission statement? iii. Search pattern for organizational focus? b. The system prompts the user for the action to take with the specified information: i. Display records matching the criteria provided ii. Exit the use case 3. The system: a. displays information from pre-existing records in the system that match the information provided by the user in step 2 i. organization name ii. mission statement iii. organizational focus iv. program areas b. allows the user to: i. select one of the existing records for modification ii. indicate that a new record is to be entered iii. indicate that a different set of identifying information should be entered iv. exit the use case 4. The system prompts the user for: a. Organization (pick list from pre-existing "organization" records) b. Grant process description c. Minimum grant size d. Maximum grant size e. Median grant size f. Indication of how the organization became acquainted with the organizational donor g. Mission statement h. Organizational focus (pick list or free text?? See note 1) i. Program areas j. Issues (possible multiple entries from pick list or similar, not free text) k. Services provided (possible multiple entries from pick list or similar, not free text) l. Key contact persons i. Name ii. Role iii. Remarks m. Grants available from, applied for, received from organization i. Amount requested ii. Amount awarded iii. Date on which final report is due iv. Date on which proposal is due v. Date on which proposal was sent vi. Date on which proposal response is expected vii. Date on which proposal response was received

	viii. Remarks The system also prompts the user to indicate what action to take with the information displayed/altered by the user: n. delete the displayed record from the system o. save record to system p. start anew for this record, discard changes already entered q. select a different record for modification, discard changes already entered 5. If the user has selected "save" in step 4, the system displays the information entered and prompts the user to indicate when they are finished viewing that information 6. The system returns the user to step 2
Alternative Paths:	1. At step 3, if the user selects "different set of identifying information", the system returns the user to step 2 2. At step 4, if the user selects "start anew", the system returns them to step 4, displaying the information originally present on the record before step 4, or to a blank screen in the case where a new record is being entered. 3. At step 4, if the user selects "select a different record", the system discards any changes made by user and returns the user to step 2
Exception Paths:	1. At step 3, if no records matching the information provided by the user at step 2 are pre-existing, the user is still presented with the standard "step 3" display, but with a clear indication that no matching records were found.
Extension Points:	1.
Trigger:	1.
Assumptions:	1. The user has appropriate privileges for working with organizational donor profiles information 2. Any classification codes, etc. to be applied to this record have already been entered into the system. 3. An "organization" record associated with a profile has already been entered into the system when the use case is started.
Preconditions:	1.
Postconditions:	1. Information modifications entered by the user are appropriately stored in the system.
Related Business Rules:	
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Date:	Facade 7/29/2003; Filled 8/13/2003;

Notes

1. If "organization focus" is a frequently used search criteria at step 2, it may be desirable to assign values to "organizational focus" from a pre-defined list of code values, etc. Should this include the ability to assign multiple values?
2. This use case outlines the entry of quite a lot of information. This might require several distinct displays to provide an appropriate working environment for the system user. Alternatively, entry of grant information may be better placed in a separate use case.

Information Item Descriptions

Use Case Name – A very short phrase describing the interaction of an actor (person, program, system, etc) with the system. Should begin with an active verb.
Iteration – Relates to the four stages through which a use case typically progresses

- façade – use cases entered primarily with summary information as "placeholders", with no strongly focused cross-checks or similar analysis completed
- filled – preliminary description completed, some cross-checking with other described use cases to eliminate duplicates, etc.
- focused – use cases analyzed, prioritized to differentiate essential from nonessential user interactions with the system, common elements identified
- finished. – user interface requirements and nonfunctional requirements are added, and use cases documentation is packaged for the system design effort

Summary – A short paragraph (1-2 sentences) explaining the interaction.
Basic Course of Events – A numbered outline of the usual course of the interaction. A "normal" interaction without errors, malfunctions or mishaps should be represented. If several different courses are possible, the most commonly occurring should be described.
Alternative Paths – Outlines of less common courses of interaction. These should represent "normal" interactions without errors, malfunctions, or mishaps.
Exception Paths - Outline of alternative courses of interactions in case of errors, malfunctions, or mishaps.
Extension Points – Shows the steps in a related use case that includes the use of the interaction described here.
Trigger – Description of the event or circumstance that causes the start of the use.
Assumptions – Description of any conditions assumed to be true, but which might not be true.
Preconditions – List of things that must be true before this interaction can occur.
Postconditions – List of things that are expected to be true after the interaction.
Related Business Rules – Business rules are the written and unwritten rules that dictate how a company runs its business. This section documents or refers to business rules that relate to this interaction.
Author – The name of the individual entering information into the use case description.
Date – The date of modification for the use case description.