

PROJECT USE-CASE SPECIFICATION

Project Name:	
Use Case Name:	
Unique Identifier:	

Create links to referenced documents (e.g., [Link_To_...](#)) by using **Insert** → **Hyperlink** on your toolbar.
Refer to the **Change Management Plan** for instructions on how to use this document.

1. Description (Provide a brief description of this Use Case)

2. Actors – (add lines as needed)

Actor 1:

Actor 2:

3. Assumptions

- 1.
- 2.

4. Constraints

- 1.
- 2.

5. Priority (Select from **High** (Central to the purpose of this application; failure would bring the system down), **Medium** (Important; Failure would cause significant disruption but the application can still be used) or **Low** (Failure would cause minor disruption in use of the system)):

6. Pre-Conditions (What conditions must be present before this Use Case can be used? What triggers the Use Case?):

- 1.
- 2.

7. Basic Flow (Describe the most common version of this Use Case. Add lines as needed):

Flow Identifier: <Enter flow name and brief descriptor here>

Step	User Action	System Response (optional)
1		
2		
3		
4		

8. Alternative Flows (Describe other allowed variations of the Primary Use Case. Add additional flow identifier blocks as needed):

Flow Identifier: <Enter alternative flow name and brief descriptor here>

Step	User Action	System Response (optional)
1		
2		
3		
4		

Flow Identifier: <Enter alternative flow name and brief descriptor here>

Step	User Action	System Response (optional)
1		
2		
3		
4		

9. Exception Flows (Describe Error Conditions. Add additional flow identifier blocks as needed):

Flow Identifier: <Enter error flow name and brief descriptor here>

Step	User Action	System Response (optional)
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9. Exception Flows (Describe Error Conditions. Add additional flow identifier blocks as needed):

1		
2		
3		
4		

10. "Includes" Use-Cases – (list use cases that are included in the flows listed above)

- 1.
- 2.

11. Post-Condition – (list state of system and outputs at end of this use case)

This use case can end with any one of the following post-conditions:

- 1.
- 2.

12. Business Rules – (Provide link to business rules that pertain to this use case)

Link to [Business Rules](#)

13. Special Requirements

- 1.
- 2.

14. Artifacts – (list all outputs created by this use case)

- 1.
- 2.

15. Use-Case Glossary - (Glossary may be specific to this use case or general to the project.)

Link to [Glossary](#)

Put your
logo here

Put your
Organization
Name here

16. Comments/Concerns/Issues/Notes

17. Project Use-Case Specification Form / Signatures

Project Name:

Project Manager:

I have reviewed the information contained in this Project Use-Case Specification Form and agree:

Name	Title	Signature	Date (MM/DD/YYYY)

The signatures above indicate an understanding of the purpose and content of this document by those signing it.