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Project Use-Case Specification Template
Rev. 1.3 November, 2011


Sample - for Evaluation Only

PROJECT USE-CASE SCENARIO

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Note: Mouse over the  symbol to see inline help

Project Name:	
Use Case Name:	
Unique Identifier:	

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

Use Case Name:	
Use Case Description:	

2. Actors – *List all Actors that will participate in this Use Case. Add lines as needed.*

Actor 2.1	
Actor 2.2	
Actor 2.3	

3. Assumptions – *List any assumptions that you have made in developing this Use Case. Add lines as needed.*

3.1	
3.2	
3.3	

4. Constraints – *List any constraints that may act on this Use Case. Add lines as needed.*

4.1	
4.2	
4.3	

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5. **Priority** – Put an X in the appropriate box. *Selection: High (Critical 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).*

High	Medium	Low
------	--------	-----

6. **Pre-Conditions** – List any conditions that must be present before this Use Case can be used, including any specific action or condition that could trigger the Use Case. Add lines as needed.

6.1	
6.2	To obtain a fully functional version of this template, visit www.cvr-it.com
6.3	

7. **Basic Flow** – Describe the most common version of this Use Case. Add lines as needed.

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

Step	User Action	System Response (optional)
7.1		
7.2		
7.3		
7.4		
7.5		
7.6		
7.7		
7.8		
7.9		
7.10		
7.11		
7.12		
7.13		
7.14		

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8. Alternative Flows – Describe allowed variations of the Basic Flow. Add additional flow identifier blocks as needed.		
8.1 Flow Identifier:	<Enter Alternative flow name and brief descriptor here>	
Step	User Action	System Response (optional)
8.1.1		
8.1.2		
8.1.3		
8.1.4		
8.2 Flow Identifier:	<Enter Alternative flow name and brief descriptor here>	
Step	User Action	System Response (optional)
8.2.1		
8.2.2		
8.2.3	To obtain a fully functional version of this template, visit www.cvr-it.com	
8.2.4		

9. Exception Flows – Describe Error Conditions. Add additional flow identifier blocks as needed.		
9.1 Flow Identifier:	<Enter Exception flow name and brief descriptor here>	
Step	User Action	System Response (optional)
9.1.1		
9.1.2		
9.1.3		
9.1.4		
9.2 Flow Identifier:	<Enter Exception flow name and brief descriptor here>	
Step	User Action	System Response (optional)
9.2.1		
9.2.2		
9.2.3		
9.2.4		

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10. "Includes" Use-Cases – List use cases that are included in the flows listed above. Add lines as needed.

10.1	
10.2	
10.3	

11. Post-Condition – List the states of the system and outputs from the process at the end of this Use Case. Add lines as needed.

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

10.1	
10.2	To obtain a fully functional version of this template, visit www.cvr-it.com
10.3	

12. Business Rules – List all Business Rules relevant to this Use Case. There are two kinds of Business Rules.

a. Operative Business Rules

Operative Business Rules define the execution of organizational policy and dictate process decision points. They are intended to guide the actions of people. These rules are usually presented as a simple textual statement. Provide each Operative Business Rule with a unique ID (e.g. 12.a.1, 12.a.2, etc.)

12.a.1	Rule:	x
12.a.2	Rule:	

b. Structural Business Rules

Structural Business Rules specify how data are determined or categorized and help determine when something is one or the other, or when something falls into a specific category. These rules apply the knowledge of the organization. They are usually in the form of a rule table with explanation text. Provide each Structural Business Rule with a unique ID (e.g. 12.b.1, 12.b.2, etc.) with table and a textual description.

12.b.1	Description:	
12.b.2	Description:	

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13. Special Requirements – If there is anything special that must be done before, during or after this use case that is not listed above, state it here. Add lines as needed.	
13.1	
13.2	
13.3	

14. Artifacts – List all outputs created by this use case. Add lines as needed.	
14.1	
14.2	
14.3	

15. Use Case Glossary – Glossary may be specific to this use case or general to the project.	
15.1 Glossary	

16. Comments/Concerns/Issues/Notes

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17. Project Use-Case Specification Form / Signatures			
Project Name:			
Project Manager:			
<i>I have reviewed the information contained in this Project Use-Case Specification Form and agree:</i>			
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.

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