
Use Case Template

Project Name:

Project ID:

Executive Sponsor:

Project Manager:

Business Analyst:

1 Feature Name (Example: ATM Transaction)

1.1 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 <i>minimal guarantees</i> (what must happen even if the actor's goal is not achieved) and the <i>success guarantees</i> (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]		
Variations: [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 <i>Withdraw Cash</i> transaction: 4a. In step 4 of the normal flow, if the customer is not in the bank network		

	<ol style="list-style-type: none"> 1. System will prompt customer to accept network fee 2. Customer accepts 3. Use Case resumes on step 5 <p>4b. In step 4 of the normal flow, if the customer is not in the bank network</p> <ol style="list-style-type: none"> 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 <p>Note: Insert a new row for each distinctive alternative flow.]</p>
Exceptions:	<p>[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</p> <p>2a. In step 2 of the normal flow, if the customer enters and invalid PIN</p> <ol style="list-style-type: none"> 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]