

Use Case Description Template

Use Case 0 - Definition			
Name:	<i>An identifying name for the process definition.</i>	Current Version:	<i>The version number of the process definition in this template.</i>
Code:	<i>An identifying code for the process definition.</i>		
Summary:	<i>A single sentence stating what the process is trying to achieve.</i>		
Description:	<i>An easy-to-read overview of the process, including more information about the scope of the process, what typically happens, and typical examples (OASIS 'Service Description' and 'functionalities' - see Figure 1).</i>		
Initiating Actor:	<i>The person or other process that causes the process to occur.</i>		
Supporting Actors:	<i>A list of other people and/or other processes that are used by the process.</i>		
Inputs:	<i>A list of the content flows into the process.</i>		
	<i>A list of the information flows (OASIS 'Information Model') and control (OASIS 'Behaviour and Interaction') into the process.</i>		
	<i>A list of the control flows (OASIS 'Behaviour and Interaction') into the process.</i>		
Outputs:	<i>A list of the content returned by the process.</i>		
	<i>A list of the information (OASIS 'Information Model') and states (OASIS 'Behaviour and Interaction') returned by the process.</i>		
Pre-conditions:	<i>A set of constraints and criteria that must be met before the process can start. This may be referring to the Post-conditions of other processes.</i>		
Post-conditions:	<i>A set of criteria that must be met for qualifying the process as successful. This may be related to the pre-conditions of other processes.</i>		
Non-functional requirements:	<i>A list of any requirements that aren't covered by the above; typically technical requirements related to the process should appear here (e.g. security, access possible extensions, monitoring and reporting).</i>		
Default flow:			
<i>A description of what happens in the process when 'everything goes normally' (OASIS 'Real-world effect'). Where appropriate, a numbered list of steps should be used, and references made to other (sub-) process definitions.</i>			
Exception Handling:			

<i>A description of what happens when there is some variation on the Default flow. Typically this section would just list the differences with respect to the Default flow.</i>			
Optional Actions:			
<i>A description of supplementary (non-essential) actions applied during the course of the process.</i>			
Questions:			
<i>Any points that will need clarification in later versions of the process definition, for example.</i>			
Related Documentation:			
<i>Any relevant external references.</i>			
Use Case History:			
Version	Date	Author(s)	Changes

Figure 1: OASIS REFERENCE MODEL APPLIED TO FIMS

