## Guidelines for Completing the Use Case Tool

Use these guidelines to complete the blank use case template. Write a use case for each goal that has been identified for your system.

**1a. Use Case Number:**Assign a number to the use case for reference. It is helpful to number use cases in order of implementation or priority.

**1b. Use Case Title:**Assign a title to the use case, generally a shortened form of the goal in action-verb-noun format.

**2. Level:** Select *summary* for a use case that summarizes a number of activities or is outside the scope of the system; *user-level* for a use case that describes one complete activity in the system; or *subfunction* for a use case that depends on a user-level use case but is too long to include in the user-level use case.

**3. Actor:**The role of the user performing the use case. It is often helpful to brainstorm and list all the possible actors on a system before beginning to write use cases.

**4. Goal:**Write a goal statement that is longer and more detailed than the use case title. This statement describes the function that the primary actor wants to accomplish.

**5. Preconditions:**List any preconditions for the use case. Preconditions specify what the system will ensure is true before letting the use case start. Generally, a precondition indicates that some other use case has been run to set it up.

**6. Success Guarantee:**State the successful result that the primary actor wants. It should satisfy the stated goal and ensure that the stakeholders' interests are met.

**7. Main Success Scenario (MSS):**Write the action steps of a typical scenario in which the goal is delivered. The first step is the trigger that initiates the use case. Each following step describes an action that the user or the system takes in reaction to the previous step to accomplish the use case goal. Ideally, there should be three to 12 steps; number each step.

**8. Extensions:**Brainstorm and list the conditions that may cause the system behavior to branch from the steps that occur in the MSS. An extension must be detectable by the system, and the system must take some action to handle it. Number each extension to link to the MSS step in this format: 1a, 1b… If the extension can happen at any time, precede it with an asterisk (\*) and list it first: \*a, \*b… Indent extensions to extensions and restart numbering: 1a1, 1b1… Under each extension, indent and write how the system responds, the extension-handling steps. Each extension-handling step should end back in the main success scenario, at an alternative successful exit or in failure (a system error) that stops the use case before the goal is accomplished.

**9. Notes/Issues/Reviewer Comments:**Add any comments on the use case or explanatory notes needed. This is also a good place to note any issues that have arisen regarding the use case or its implementation in the system.

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| 1a. Use Case Number: |  | 1b. Use Case Title: |  |
| 2. Level: | Summary | User-level | Subfunction |
| 3. Actor: |  | | |
| 4. Goal: |  | | |
| 5. Preconditions: |  | | |
| 6. Success Guarantee: |  | | |
| 7. Main Success Scenario (MSS):  *(use more numbers if necessary)* |  | | |
| 8. Extensions:  *(renumber to match the corresponding MSS step)* | 1a. | | |
| 9. Notes/Issues/ Reviewer Comments: |  | | |
| *Completed by:* |  | *Date:* |  |
| *Reviewed by:* |  | *Date:* |  |