Handout 5: How to Write a Use Case

A use case describes briefly how users interact with an existing or proposed system by defining user roles and outlining how each user will use the system to complete tasks. The purpose of writing use cases is to (a) understand who will use the system, (b) understand and specify how the system will be used, (c) discover gaps between requirements and software options, and (d) facilitation communication about system functions.

Steps for Writing a Use Case

1. Identify roles.
2. Define specific tasks that each role engages in (e.g., Student Intake Interview).
3. Describe how user interacts with the system to complete the task.
4. Identify which function(s) a programmer needs to create for the user to complete the task using the system (step 3).
5. Indicate function grouping (where does the user carry out the task?).

Use Case Example

1	2	3	4	5
Role	**Uses (Tasks)**	**Steps User Will Complete Using System**	**System Functions Required**	**Function Grouping**
Intake Specialist	Manage entry of student intake information. Including: 1) Entry of intake information 2) Update of intake information 3) Removal of intake information with approval from Program Admin.	Find Existing Participant	Find Existing Participant	Participant Intake Entry Page
		Enter Participant Information	Enter Participant Information	Participant Intake Entry Page
		Save Participant Information	Save Participant Information	Participant Intake Entry Page
		Delete Participant Informaton	Delete Participant Informaton	Participant Intake Entry Page