

Use Case Worksheet

Date (DDMMYYYY)	Name of Lead User	Use Case Title (or Short Description)	Reference # UC-
User Stories 1. As a _____, I want to _____, so that _____. 2. As a _____, I want to _____, so that _____.		Actors / Roles / Responsibilities	This Use Case is: Required Desired Optional / Not Urgent
Info Sources & Data Inputs	Actions (Workflow / Process Map)	Output(s)	Relevant SOPs
Assumptions, Risks or Dependencies			List of References / Attachments
Data File Locations [and Formats]		Additional Notes / Comments	