# Use Case Template

This document is a template for describing AI use cases. Please fill in as many fields as possible. The more complete the information, the faster and more accurately the use case can be reviewed and implemented. If you have any questions or concerns, please contact the Competence Center for Applied AI and Scientific Computing by email to [cc-aaisc@wu.ac.at](mailto:cc-aaisc@wu.ac.at).

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| --- | --- |
| Title\* | Short, concise name of the use case |
| Author\* | Name of the person describing the use case |
| Date\* | Date the form was completed |
| Time frame\* | By when should the solution be implemented? |
| 1. Background and objective | |
| Description / What needs to be implemented? \* | What needs to be implemented? Description of the goal in simple terms. |
| Previous solution\* | How is it currently done? Which system or process needs to be replaced? |
| Added value compared to the previous solution\* | How does the solution improve work? E.g., time savings |
| Possible expansion | What additional features could be useful later? |
| 2. Users and participants | |
| Users \* | Who will use the solution in everyday life? e.g., research assistants |
| Stakeholders\* | Who has an interest in its implementation or benefits from it? |
| 3. Requirements | |
| Requirements / What should the solution include? \* | What features must the solution have to work? E.g.  - The application should work in the browser |
| Acceptance criteria\* | How can you tell if the solution is successful? E.g.  - Users can complete their task (e.g. submitting a request) without help. |
| Prerequisites\* | What is required for the solution to work? E.g. VPN connection to WU network |
| Known limitations | Are there any restrictions such as device types, browsers, languages? |
| Required materials/data | Are there any relevant documents, data, etc. that need to be integrated? |
| 4. Procedure | |
| Trigger\* | What starts the process? E.g., clicking on “Start.” |
| Normal procedure\* | Use cases in which the system functions as intended to achieve a goal, e.g.,   1. The user logs in. 2. The user makes an entry. 3. The system responds. |
| Variations | If there are situations where the process runs differently than in the “normal procedure,” please describe them briefly. This includes both alternatives and errors, e.g::   1. The user logs in. 2. The user makes an entry. 3. The system cannot read the entry. 4. The system shows an error message.   Other variations could be: – The user skips a step. – The input is incomplete. – The system suggests a different option. |
| 5. Technical details | |
| System integration / dependencies | What other programs/systems does the solution need to be connected to? This is important to determine the scope of the use case. |
| 6. Test and questions | |
| Test | How will you check whether the solution works? E.g., usability test, pilot operation |
| Open questions | Which aspects still need to be clarified? |