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| UseCaseID             | UC-CAN005   |
| Module                | Candidate   |
| SubModule             |   |
| Summary               | Create Office   |
| Description           | Creation of an office typically occurs after redistricting and are not election specific. Offices are all the offices that a candidate can run for in Los Angeles County. Each candidate needs to run for an office.  |
| Trigger Events        | <ul style="list-style-type: none"> <li>▪ Staff identifies a need to create a new office.</li> </ul>   |
| Precondition          | <ul style="list-style-type: none"> <li>▪ Staff has all necessary information to create the new office</li> </ul>  |
| ExpectedResult        | <ul style="list-style-type: none"> <li>▪ A new office is created</li> </ul>   |
| DetailedProcessFlow   | <ol style="list-style-type: none"> <li>1. Staff selects the option to create a new office <ol style="list-style-type: none"> <li>1.1. The system shall display office information. Office information includes but not limited to: <ol style="list-style-type: none"> <li>1.1.1.Office Title</li> <li>1.1.2.Office Type</li> <li>1.1.3. Office District</li> <li>1.1.4.Rotation Code</li> <li>1.1.5.Office Term</li> <li>1.1.6.Term length</li> <li>1.1.7.Term Limit.</li> </ol> </li> </ol> </li> <li>2. Staff enters the new office information with the office information provided. <ol style="list-style-type: none"> <li>2.1. The system shall save the new entered office</li> </ol> </li> <li>3. Staff selects the option to view application forms that can candidate needs to file for the office. Each office has different forms that candidate needs to file. <ol style="list-style-type: none"> <li>3.1. The system shall display of filling application forms</li> </ol> </li> <li>4. Staff selects the forms that need to be filed for the office <ol style="list-style-type: none"> <li>4.1. The system shall record the filing form(s) for the office</li> <li>4.2. The system shall allow staff to add forms for an office</li> <li>4.3. The system shall allow staff to remove forms for an office</li> </ol> </li> </ol> |
| Alternative Work Flow | <ul style="list-style-type: none"> <li>▪ NA</li> </ul>  |
| Associated Use Case   | <ul style="list-style-type: none"> <li>▪</li> </ul>   |
| Parent                | [Parent id of the Use Case as documented in Project Scope or Business Case]   |
| Requirements          | <p>UC-CAN005-01 The system shall display office information. Office information includes but not limited to:</p> <ol style="list-style-type: none"> <li>1. Office Title</li> <li>2. Office Type</li> <li>3. Office District</li> <li>4. Rotation Code</li> <li>5. Office Term</li> <li>6. Term length</li> </ol>  |

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|                         | <p>7. Term Limit.</p> <p>UC-CAN005-02 The system shall save the new entered office.</p> <p>UC-CAN005-03 The system shall display of filling application forms.</p> <p>UC-CAN005-04 The system shall record the filing form(s) for the office.</p> <p>UC-CAN005-05 The system shall allow staff to add forms for an office.</p> <p>UC-CAN005-06 The system shall allow staff to remove forms for an office.</p> |
| Additional Requirements |  |
| RequirementID           | [List of requirement IDs in Use Case]  |
| Risk                    | [List of Risk IDs]   |
| Actors                  | Staff  |
| Documents               | [List of documentation name, Link or location]   |
| Author                  | Phillip  |
| Signoff                 |  |
| Date                    | 7/30/2021  |