

Attachment 6 – Business Use Cases

Scenario #1 Purpose: Manage Properties The key points are (check one): <input type="checkbox"/> Delivered <input type="checkbox"/> Configured <input type="checkbox"/> Modified <input type="checkbox"/> Not Available For Modifications, please briefly describe (3 – 5 sentences) the proposed solution change:	
Proposer(s) Response:	
ID	1
Goal(s)	Demonstrate how to assign a new or existing property manager to a property, add/update/edit property details and set up a workflow for initial and follow-up inspections
Pre Conditions	Properties exist on the system that meet the criteria for forfeiture
End Conditions	<ul style="list-style-type: none"> Property Manager is assigned to one or more properties Property details are updated on the system Workflow is created for initial inspection findings Workflow is created for follow up inspections
Actor(s)	Tax Forfeited Land Supervisor Tax Forfeited Land Property Manager
Notes/Additional Requirements	

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	Scenario #1 Purpose: Manage Properties	Additional notes
A	Demonstrate linking a property to a new or an existing property manager	
1	Search the system to locate the parcel(s)	Search by parcel ID, Taxpayer's name, date of forfeiture etc.
2	Select an existing property manager from the system or enter a new property manager's information and link to the parcel	
B	Demonstrate updating property information	Search by parcel ID, Taxpayer's name, date of forfeiture etc.
1	Search the system to locate the property	
2	Update data fields associated with the property	
3	Save the changes	
C	Demonstrate initiating work flow for property managements tasks	
1	Activate the initial inspection checklist of tasks	
2	Generate property maps and driving directions	
D	Demonstrate initiating work flow for follow up inspections	
1	Activate workflow for secondary inspection items	
	END OF USE CASE	

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Scenario #2 Purpose: Property Maintenance The key points are (check one): <input type="checkbox"/> Delivered <input type="checkbox"/> Configured <input type="checkbox"/> Modified <input type="checkbox"/> Not Available For Modifications, please briefly describe (3 – 5 sentences) the proposed solution change:	
Proposer(s) Response:	
ID	2
Goal(s)	Demonstrate add/edit/inactivate contractor details. Assign trades to contractors. Initial bid and non-bid work orders. Track work orders. Payment approval, distribution and tracking.
Pre Conditions	Properties exist on the system that meet the criteria for forfeiture Trades are available to link to contractors
End Conditions	<ul style="list-style-type: none"> Contractor information is updated on the system. Contractors are linked to one or more trades Work orders are initiated and tracked Contractor payment approval process initiated for manual update Hennepin systems.
Actor(s)	Tax Forfeited Land Supervisor Tax Forfeited Land Property Manager
Notes/Additional Requirements	

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#	Scenario #2 Purpose: Property Maintenance	Additional notes
A	Demonstrate how to update a new or existing contractor on the system	
1	Search the system to locate the contractor or initiate adding a new contractor	Search by contractor's name, ID number, etc.
2	Add or update fields associated with the contractor	
B	Demonstrate linking a contractor to one or more trades	
1	Search the system to locate the contractor	
2	Search the system to find one or more trades	
3	Associate the trades with the contractor	
C	Initiate a work order, both bid or non-bid	Certain factors would trigger the work order to default to a bid or non-bid, for example a financial threshold greater than \$750.00
1	Activate the initial inspection checklist	
2	Generate property maps and driving directions	
D	Demonstrate initiating work flow for follow up inspections	
1	Activate workflow for secondary inspection items	
	END OF USE CASE	

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Scenario #3 Purpose: Reporting and Tracking The key points are (check one): <input type="checkbox"/> Delivered <input type="checkbox"/> Configured <input type="checkbox"/> Modified <input type="checkbox"/> Not Available For Modifications, please briefly describe (3 – 5 sentences) the proposed solution change:	
Proposer(s) Response:	
ID	3
Goal(s)	Demonstrate how to retrieve data from the system using various criteria. Print and electronically capture the output.
Pre Conditions	Data is available in the system for ROI, Vendor/contractor and Key performance indicator queries
End Conditions	<ul style="list-style-type: none"> ROI data is extracted, electronically captured and printed. Vendor/contractor data is extracted, electronically captured and printed. Key performance indicator data is extracted, electronically captured and printed.
Actor(s)	Tax Forfeited Land Supervisor Tax Forfeited Land Property Manager
Notes/Additional Requirements	

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#	Scenario #3 Purpose: Reporting and Tracking	Additional notes
A	Demonstrate extracting ROI (return on investment) data from the system	
1	Search the system to extract key data	(e.g. Auction purchase price less total carrying costs)
2	Format the output	Sort and group
3	Save the output electronically	.pdf or other file
4	Print the output	
B	Demonstrate extracting vendor/contractor management data from the system	
1	Search the system to extract key data	(e.g. List of contractors and associated work orders)
2	Format the output	Sort and group
3	Save the output electronically	.pdf or other file
4	Print the output	
C	Demonstrate extracting KPI (key performance indicator) data from the system	
1	Search the system to extract key data	(e.g. Number of days before cleanout by property and manager)
2	Format the output	Sort and group
3	Save the output electronically	.pdf or other file
4	Print the output	
D	Demonstrate extracting KPI (key performance indicator) data from the system	
1	Search the system to extract key data	(e.g. Number of days before cleanout by property and manager)
2	Format the output	Sort and group
3	Save the output electronically	.pdf or other file
4	Print the output	
	END OF USE CASE	

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Scenario #4 Purpose: Request for Administrative Review The key points are (check one): <input type="checkbox"/> Delivered <input type="checkbox"/> Configured <input type="checkbox"/> Modified <input type="checkbox"/> Not Available For Modifications, please briefly describe (3 – 5 sentences) the proposed solution change:	
Proposer(s) Response:	
ID	4
Goal(s)	Demonstrate workflow management.
Pre Conditions	Properties exist on the system that meet the criteria for forfeiture
End Conditions	<ul style="list-style-type: none"> Transactional documents are routed for review Workflow stops after all approvals are received
Actor(s)	Tax Forfeited Land Supervisor Tax Forfeited Land Property Manager
Notes/Additional Requirements	

#	Scenario 4 Purpose: Request for Administrative Review	Additional notes
A	Demonstrate workflow management	
1	Start a process that initiates a workflow	
2	Review the item associated with the workflow	
3	Approve/deny the workflow item	
B	Demonstrate file storage, retrieval and archiving of records	
1	Save a file to the system	
2	Search for the file	
3	Put the file into an archived status	
	END OF USE CASE	

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Scenario #5 Purpose: Miscellaneous The key points are (check one): <input type="checkbox"/> Delivered <input type="checkbox"/> Configured <input type="checkbox"/> Modified <input type="checkbox"/> Not Available For Modifications, please briefly describe (3 – 5 sentences) the proposed solution change:	
Proposer(s) Response:	
ID	5
Goal(s)	Demonstrate the file attachment process, record retrieval, storage and archiving and the import and export of data.
Pre Conditions	Properties exist on the system that meet the criteria for forfeiture A file is available to attach to a record A file is available to import into the system
End Conditions	<ul style="list-style-type: none"> Records contain file attachments Records are retrieved, updated and stored on the system Records are archived on the system
Actor(s)	Tax Forfeited Land Supervisor Tax Forfeited Land Property Manager
Notes/Additional Requirements	

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#	Scenario 5 Purpose: Miscellaneous	Additional notes
A	Demonstrate the file attachment process	
1	Search the system to locate the parcel(s)	Search by parcel ID, Taxpayer's name, date of forfeiture etc.
2	Browse for the file attachment	
3	Attach the file	
B	Demonstrate file storage, retrieval and archiving of records	
1	Search the system to locate the parcel(s) with a file attachment	Search by parcel ID, Taxpayer's name, date of forfeiture etc.
2	Search for the file	
3	Open the file and view the file attachment	
4	Put the file into an archived status	
C	Demonstrate how to export data from your system	
1	Search the system to extract key data	(e.g. List of all properties with a particular forfeiture date)
2	Initiate the file extract	
3	Save the file to a network or local location	
D	Demonstrate how to import data into your system	
1	Search the system to locate the parcel(s) that will be affected by the import. Review existing fields prior to import.	Search by parcel ID, Taxpayer's name, date of forfeiture etc.
2	Initiate the file import	(e.g. update existing records with final sales data after an auction)
3	Search the system to locate the parcel(s) affected by the import	Search by parcel ID, Taxpayer's name, date of forfeiture etc.
4	Review the results of the import for accuracy	
	END OF USE CASE	