|  |  |
| --- | --- |
| ID: | User Story – [Top Level Name, Grouping] |
| Name: | [Name of story] |
| Summary: |  |
| Typically Done By: |  |
| Other People Involved: |  |
| What Triggers It: |  |
| What Happens In The Story: | 1. [Starting from Trigger listed above, write out each step involved in the story like you would do if training someone or running through a test.]    1. [Specify sub-steps as needed for appropriate level of detail.] |
| Similar But Different: | Alternative 1: [A case when the story doesn’t follow the steps as listed above]  Situation: [Describe what’s happening to make this story different, give an example if possible.]  Changes to the Story above: [Indicate any changes to existing steps above, removal of steps, addition of steps.] |
| Exceptions To The Story: |  |
| Priority: |  |
| How Often It Happens: | [E.g., once a day, multiple times an hour, etc.] |
| What’s Needed To Start: | [Describe the setup required for this story to take place. Will be used in testing and training.] |
| Outcomes: |  |
| Process Owners: |  |
| Stakeholders: |  |
| Bus Requirements: | [List as cross-reference all #.# from the business requirements tracking.] |