Travel Expense Report System

Flowcharts

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October 2004

Travel Expense Report System Flowchart

Introduction

The primary stakeholders of flowcharts are the business end users, the project team members, and the software developers. These flowcharts can be viewed as the functional “blueprints” of the Travel Report System based on the use cases. The flow of processes in these flowcharts enable stakeholders to understand and monitor the development of the travel expense report system’s functionality.

Flowcharting is a mechanism used to capture business workflows, processing of actions, and use case flows execution. It also details the activities for each of the workflows recommended for software development.

Background

The Greenfield Financial expense reporting system currently exists on the mainframe and is being replaced and improved. The improvements will be focused on making the process fully automated to make the system more efficient and effective for capturing, reporting and budgeting. The project team conduced interviews, a user role analysis, a functional analysis, and use case scenarios were also developed which were used to create the flowcharts.

Objectives

The objectives of the flowcharts are:

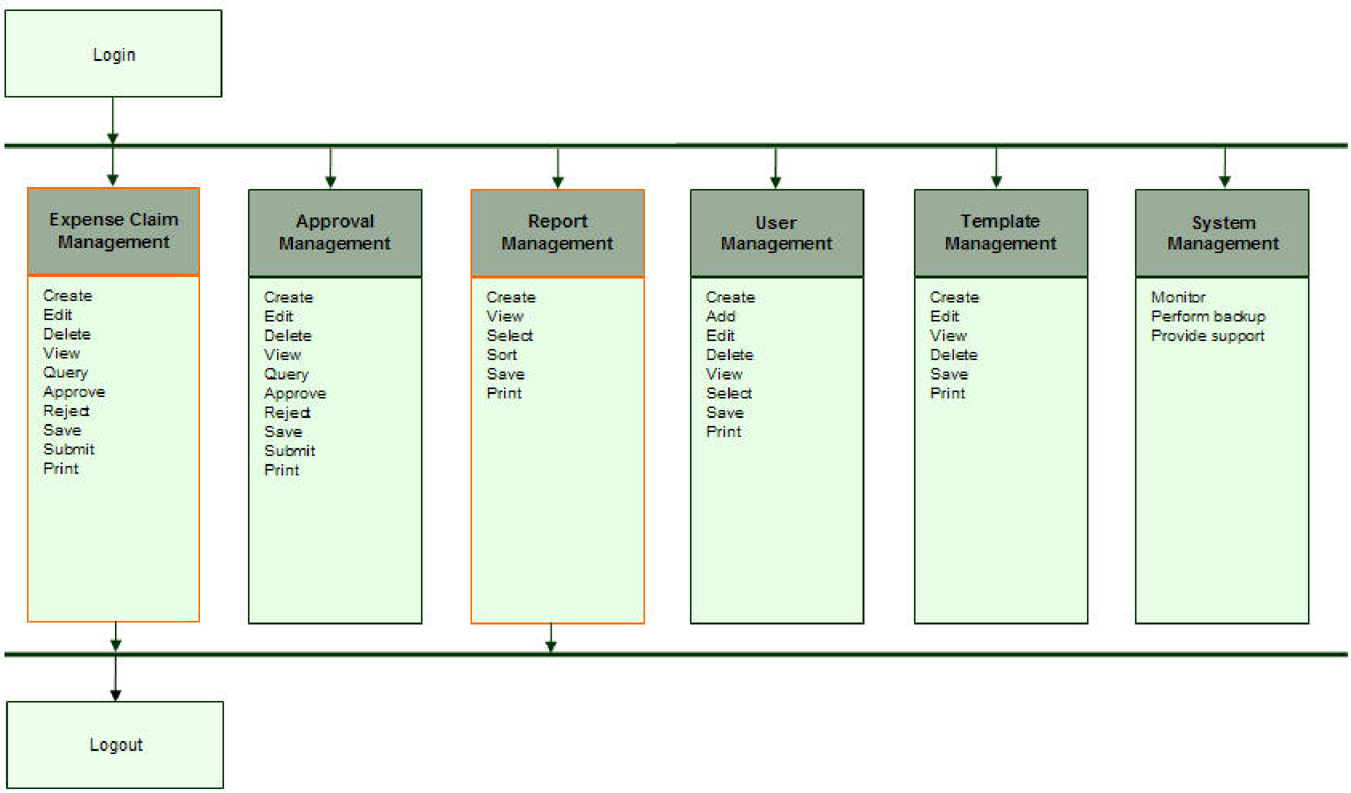
- To create a diagram of the use case flows
- To represent simple and complex business processes
- To illustrate the data and information flows
- To provide a method that can be used later in the development lifecylce for impact analyses and to develop and track test cases

This report includes the following flowcharts:

- The submitters high level interface
- The submitters interface for creating and submitting an expense form
- The authorizers high level interface
- The authorizers interface for approving a submitter’s expense form

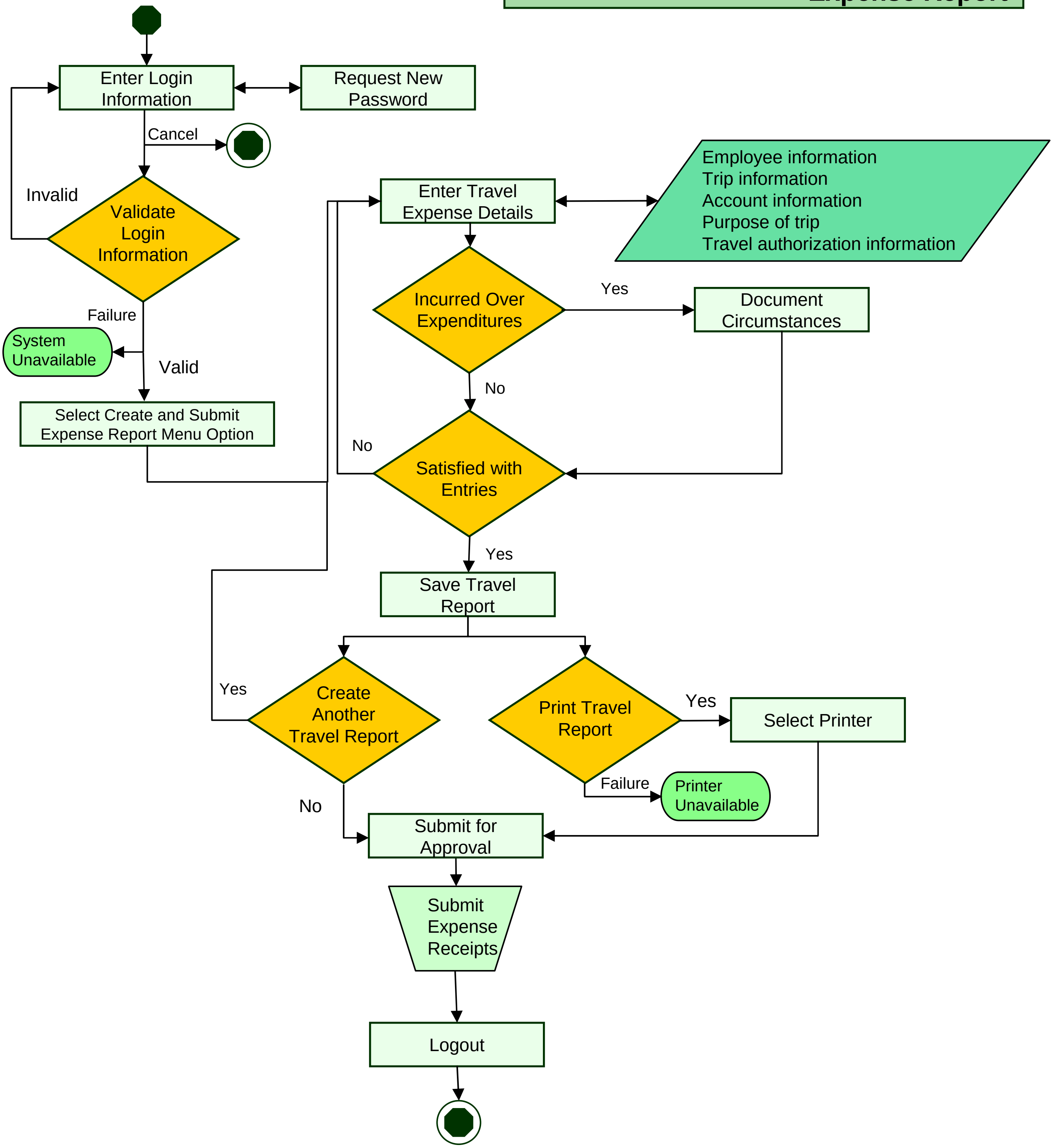
Travel Expense Report System Flowchart

Submitters High Level Interface for Expense Report



Travel Expense Report System Flowchart

Submitters Creating and Submitting Expense Report



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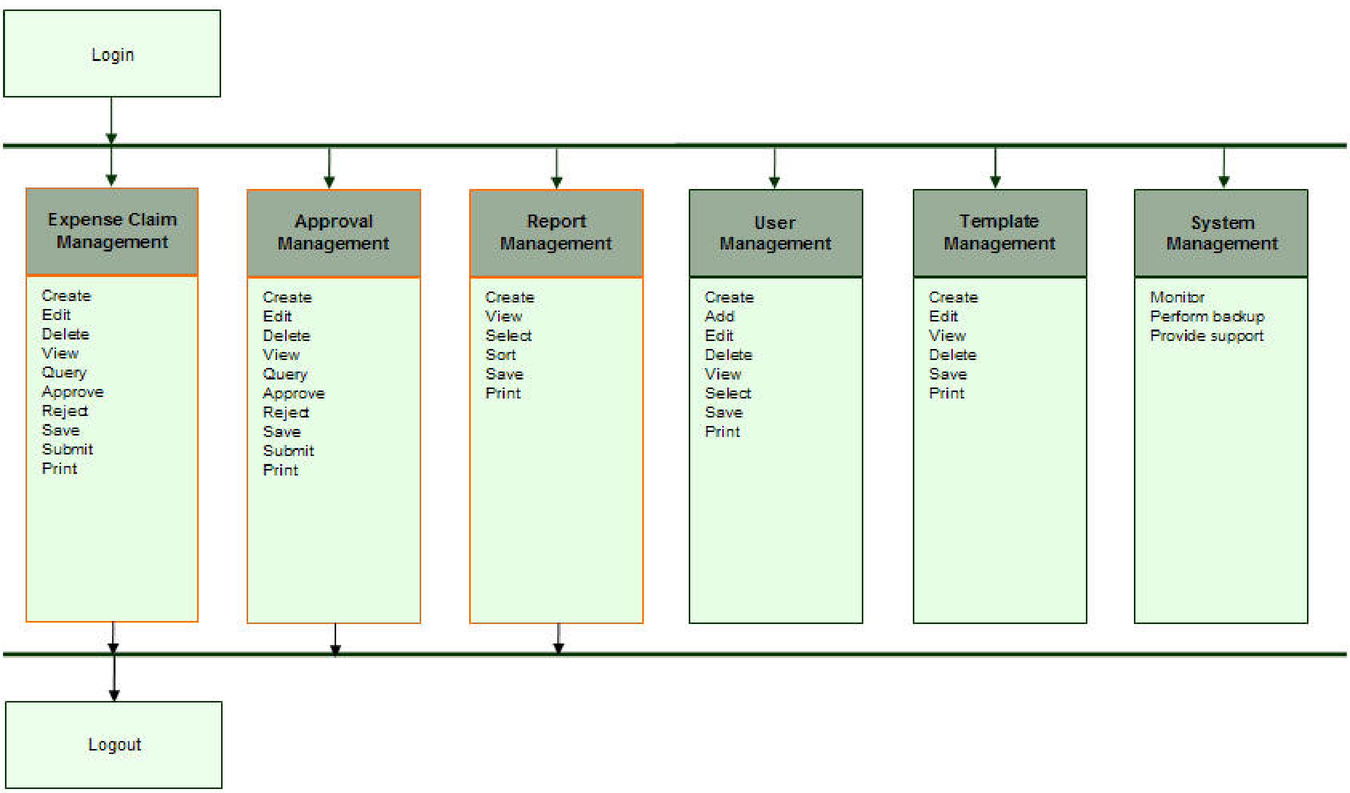
Authorizers High Level Interface for Expense Report



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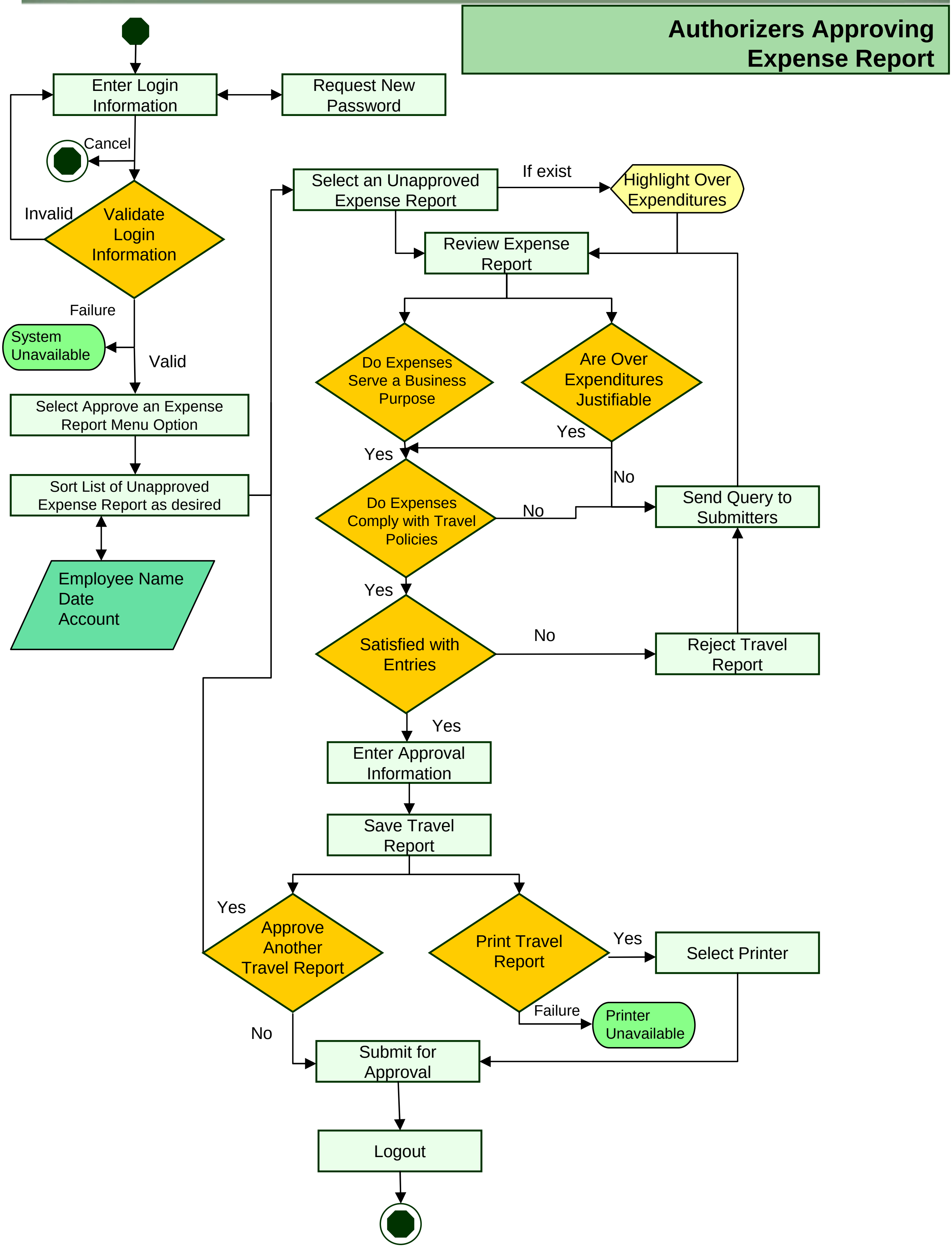

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Validation

The project team conducted a series of interviews with several people within the company. This allowed gathering of information about the various uses, functions and tasks users currently performed and what the users want the new expense reporting system to provide.

To ensure the utmost quality output of the results acquired through the interviewing process, a report was prepared on the findings and shared with the users. The project team met with users until such time as they were satisfied that their requirements have been addressed.

The project team conducted a functional analysis to examine the core functional components the users perform. The goals and tasks were also examined as they relate to the core functional components and the broad user groups performing them.

As a final step to the user interface analysis process, the project team conducted a task analysis to determine the tasks required for performing within each functional component previously identified. Comprehensive matrices were developed which presented detailed information of the tasks in a use case format.

All of the results of the analyses described above, guided the project team through the development of the flowcharts for the expense report system for Greenfield Financial.