

Project Management User Guide

Oracle Banking Credit Facilities Process Management

Release 14.5.5.0.0

Part No. F13287-01

May 2022

Oracle Banking Credit Facilities Process Management User Guide
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Chapter 1 - Introduction

Preface

About this guide




This guide helps you to quickly get familiarized with the Project Management process in OBCFPM for managing customer projects.

Intended Audience

This document is intended for the banking personnel, such as Relationship Manager, responsible for managing customers information.

Conventions Used






The following table lists the conventions that are used in this document:

Convention	Description
Italic	Italic denotes a screen name
Bold	Bold indicates <ul style="list-style-type: none">• Field name• Drop down options• Other UX labels
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

Chapter 1 - Introduction

Common Icons in OBCFPM

The following table describes the icons that are commonly used in OBCFPM:

Icons	Icon Name
	Add icon
	Calendar icon
	Configuration / settings icon
	Delete icon
	Edit icon

Chapter 3 - Overview

Project Management Process

The Project Management Process in OBCFPM is a simple two stage process which allows you to record customer's project information with ease. Whenever there is an update in the project, you can add / modify the project information with respect to the new updates.

The two stages available in Project Management process are:

- Enrichment
- Approval

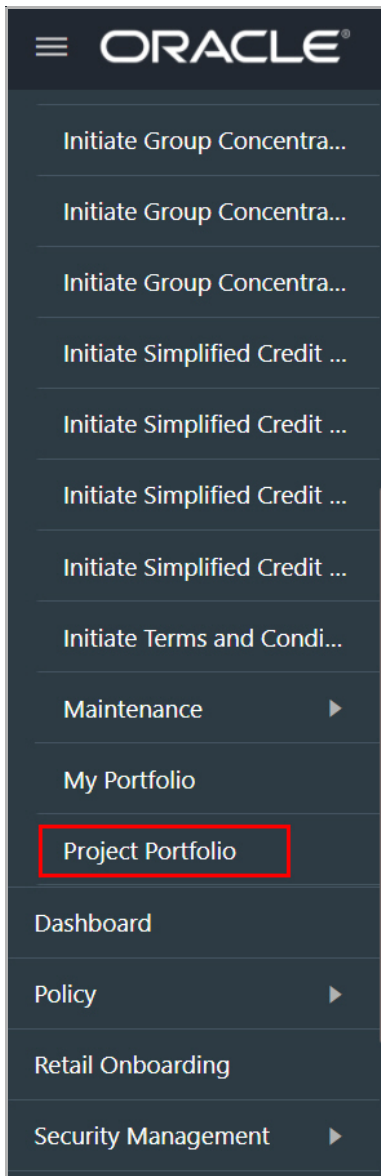
Chapter 3 - Enrichment

Enrichment

In this stage, you can capture all the details about the customer project, project stakeholders and project milestones.

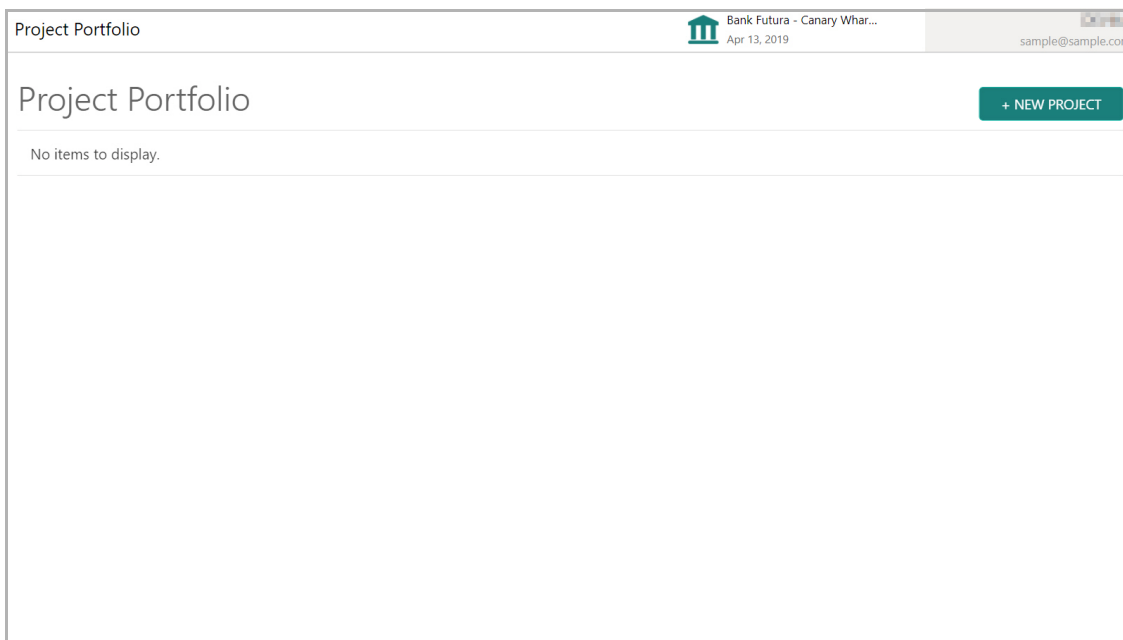
Enrichment Steps

1. Login to OBCFPM.

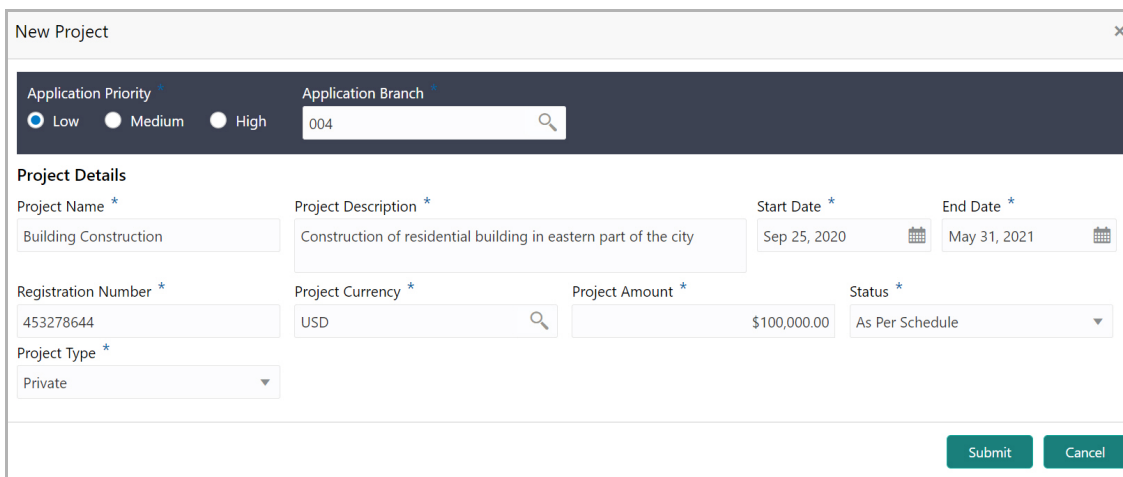


Chapter 3 - Enrichment

2. Navigate to **Credit Facilities > Project Portfolio** from the left menu. The *Project Portfolio* page appears:



3. Click **+NEW PROJECT**. The *New Project* window appears:



4. Choose the project **Application Priority**. The options available are: Low, Medium, and High.

5. Search and select the project **Application Branch**.

Project Details

6. Type your customer's **Project Name**.

7. Type a detailed description for project in the **Project Description** field.

8. Click the calendar icon and select **Start Date** and **End Date** of the project.

Chapter 3 - Enrichment

9. Specify the project **Registration Number**.
10. Search and select the **Project Currency**.
11. Specify the budget of project in the **Project Amount** field.
12. Select the project **Status** from the drop down list. The options available are:
 - As Per Schedule
 - Ahead of Schedule
 - Behind Schedule
 - Yet to Start
 - Complete
13. Select the **Project Type** from the drop down list. The options available are:
 - Govt
 - Private
 - Public Private Partnership
 - Mixed
14. Specify the **Point of Contact Name** for the project.
15. Click **Submit**. The *Enrichment - Project Summary* page appears.

Project Summary

The *Project Summary* page has the following widgets to add corresponding details:

- Project Details
- Project Stakeholders
- Timelines

Chapter 3 - Enrichment

The screenshot displays the 'Project Definition - Enrichment' window. At the top, there are two tabs: 'Project Summary' (active, marked with a '1') and 'Comments' (marked with a '2'). The 'Project Summary' section shows the project title 'Building Construction' and a brief description: 'Construction of residential building in eastern part of the city'. Below this is a table with project metadata:

Registration Number	Project Type	Project Currency	Project Amount
453278644	Private	USD	\$100.00K

Below the metadata are two side-by-side panels. The left panel, 'Project Details', contains the text 'No Project details are added' and an 'Add Project Details' button. The right panel, 'Project Stakeholders', contains the text 'No Stakeholders are added' and an 'Add Stakeholder' button. The bottom section, 'Timelines', has a 'Status' dropdown set to 'All' and a 'Start Date' field set to 'Jul 23, 2020'. It contains the text 'No Timelines are added' and an 'Add Milestone' button. At the bottom right of the window are five buttons: 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

Adding Project Details

16. Click **Add Project Details** in the **Project Details** widget. The *Project Details* window appears:

Chapter 3 - Enrichment

Project Details

Project Name *	Registration Number *	Project Description *	
Building Construction	453278644	Construction of residential building in eastern part of the city	
Project Currency *	Project Amount *	Status *	Project Type *
USD	\$100,000.00	As Per Schedule	Private
Start Date *	End Date *	Project Objective *	
Sep 24, 2020	May 30, 2021	To develop eastern part of the city	
Point of Contact Name *	Phone Number *	Email *	
John	9876543210	John@xyz.com	
Customer sector			+Add Industry
No Sectors Added			
Address			
+ [edit] [delete]			
No items to display.			
			Save Cancel



In edit mode, **Update** option appears in the **Project Details** widget instead of **Add Project Details**. Click on **Update** to modify the project details.

In the above screen, the following details are automatically populated based on the information added in the *New Project* window:

- Project Name
- Registration Number
- Project Description
- Project Currency
- Project Amount
- Status
- Project Type
- Start Date
- End Date

Chapter 3 - Enrichment

You can modify the following details, if required:

- Project Currency
- Project Amount
- Status
- Project Type
- Start Date
- End Date

17. Type the **Project Objective**. The maximum character limit for the project objective is 450.

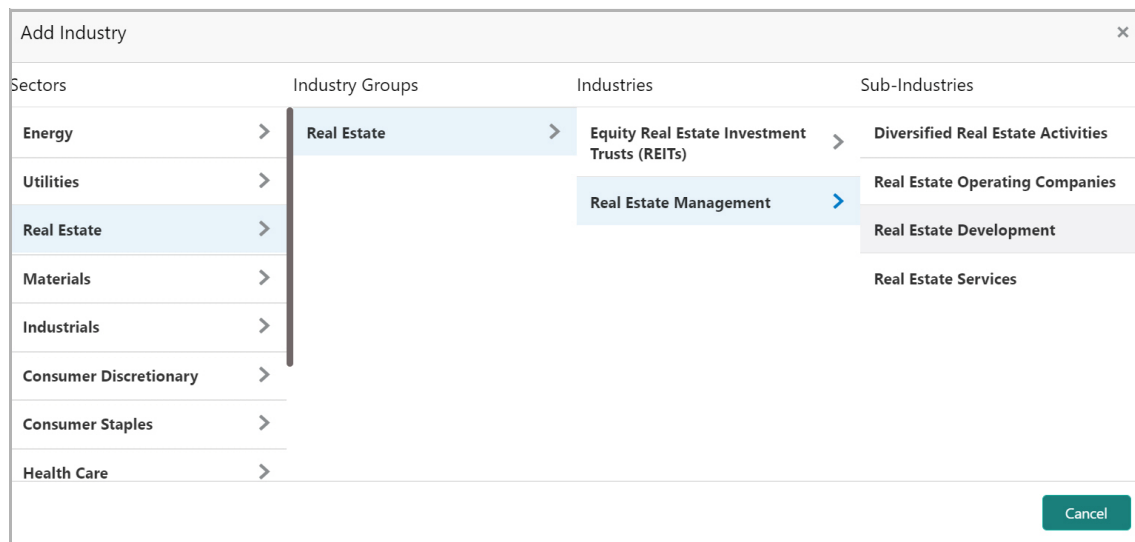
18. Type the **Point of Contact Name** for the project. The maximum character limit for the point of contact name is 35.

19. Specify the **Phone Number** of the point of contact person.

20. Type the **Email** address of the point of contact person.

Customer sector

21. To add the project's industry details, click **+Add Industry**. The *Add Industry* window appears:



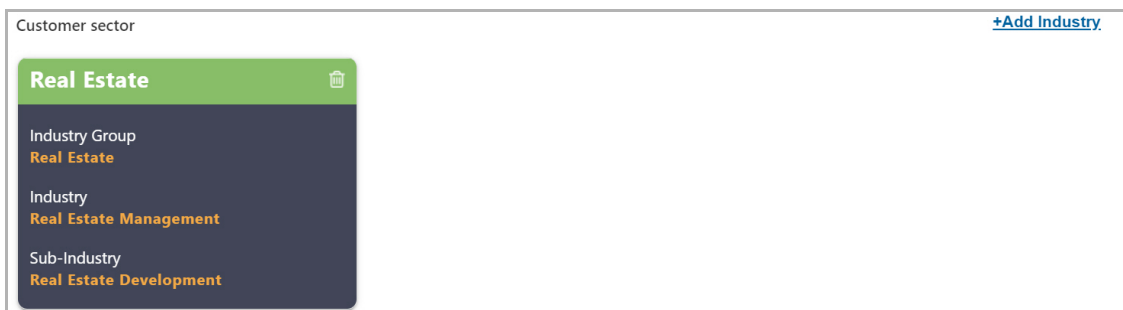
22. Select the project **Sector**. **Industry Groups** list is displayed.

23. Select the project Industry Group. **Industries list** is displayed.

24. Select the project Industry. **Sub-Industries** list is displayed.

Chapter 3 - Enrichment

25. Select the project Sub-Industry. Industry details are added and displayed in the **Customer Sector** section as shown below:



The screenshot shows a 'Customer sector' window with a '+Add Industry' link in the top right. A dark blue card is displayed with a green header 'Real Estate' and a trash icon. The card lists the following details:

- Industry Group: Real Estate
- Industry: Real Estate Management
- Sub-Industry: Real Estate Development

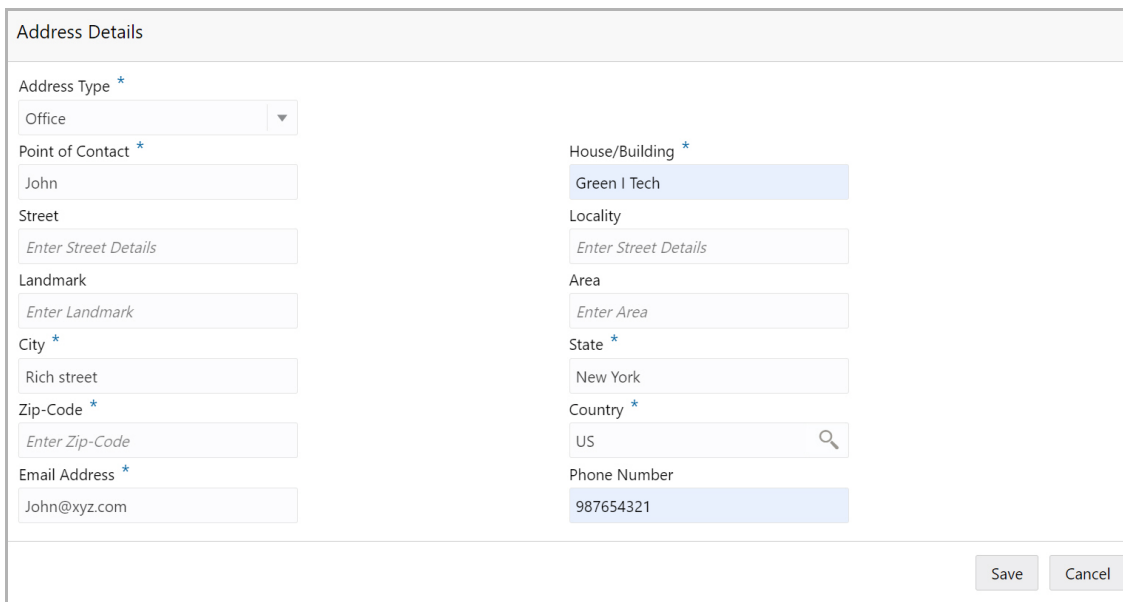
26. To delete the added sector information, click the delete icon.

Address

In the Address Details window, you can add the following types of address for the project:

- Office
- Residence
- Correspondence

27. Click the Add icon, the *Address Details* window appears:



The screenshot shows the 'Address Details' window with the following fields:

Address Type *	Office	House/Building *	Green I Tech
Point of Contact *	John	Locality	Enter Street Details
Street	Enter Street Details	Area	Enter Area
Landmark	Enter Landmark	State *	New York
City *	Rich street	Country *	US
Zip-Code *	Enter Zip-Code	Phone Number	987654321
Email Address *	John@xyz.com		

Buttons: Save, Cancel

28. Select the required **Address Type**.

29. Type the name of **Point of Contact** person for the selected address.

Chapter 3 - Enrichment

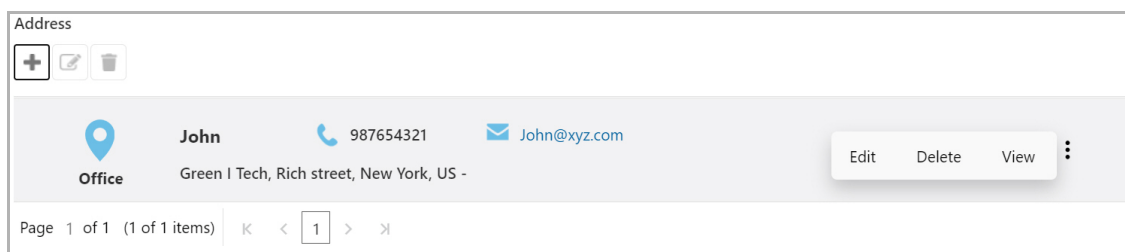
30. Type / select the following address details:

- **House/Building** name
- **Street** name
- **Locality**
- **Landmark**
- **Area**
- **City**
- **State**
- **Zip-Code**
- **Country**

31. Type the **Email Address** of the point of contact person.

32. Specify the **Phone Number** of the point of contact person.

33. Click **Save**. The address details are added and displayed as shown below:



34. To **Edit**, **Delete**, and **View** the address, select the corresponding record and click the required option.

35. To save the project details, click **Save** in the *Project Details* window.

Chapter 3 - Enrichment

Adding Stakeholder Information

36. Click **Add Stakeholder** in the **Project Stakeholder** widget. The *Add Stakeholder* window appears:

The screenshot shows the 'Add Stakeholder' dialog box. It includes the following fields and options:

- Customer Details:** Radio buttons for 'New' and 'Existing' (selected). A search field for 'Customer ID' with the value '000006'.
- Registration Information:** Four input fields: 'Type' (dropdown menu showing 'Customer'), 'Name' (text field with 'COS'), 'Registration Number' (text field with '999765366'), and 'Company Type' (dropdown menu showing 'Pvt Ltd').
- Incorporation Information:** Four input fields: 'Date of Incorporation' (calendar icon, value 'May 28, 2014'), 'Demography Type' (dropdown menu showing 'Domestic'), 'Place of Incorporation' (text field with 'IN' and a search icon), and 'No of Companies' (text field with '1').
- Address:** Three icons (add, edit, delete) and the text 'No items to display.'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

37. If the stakeholder is not your bank's customer, select **Customer Details** as 'New'.

38. If the stakeholder is already a customer in your bank, select **Customer Details** as 'Existing'. The **Customer ID** field appears.

39. Search and select the required **Customer ID**.

40. Select the **Type** of stakeholder from the drop down list. The options available include but are not limited to: Customer, Sponsor, Equity Investor, Shareholder, and Financial Advisor.

41. Type the **Name** of the stakeholder.

42. Specify the stakeholder's **Registration Number**.

43. Select the stakeholder's **Company Type**. The options available are:

- Proprietorship
- Pvt Ltd
- Public Limited
- Govt Owned
- Trusts
- Others
- Society
- Associations
- Limited Liability Partnership
- Foreign Bodies
- NGO
- Clubs

Chapter 3 - Enrichment

44. Click the Calendar icon and search the **Date of Incorporation**.
45. Select the stakeholder's Demography Type from the drop down list. The options available are:
 - Domestic
 - Global

If the **Demography Type** is selected as 'Global', the **Geographical Spread** field appears.

46. Click and select the countries in which the stakeholder is operating.
47. Search and select the stakeholder's **Place of Incorporation**.
48. Specify the **No of Companies** associated with the stakeholder.

Address

For information on adding stakeholder's address, refer "[Address](#)" on page 10.

49. To save the stakeholder information, click **Save** in the *Add Stakeholder* window. Stakeholder details are listed in the *Project Summary* page as shown below:

The screenshot displays the 'Project Summary' page. At the top, it shows 'Building Construction' with a description: 'Construction of residential building in eastern part of the city [Read More](#)'. Below this, a table lists project metadata: Registration Number (453278644), Project Type (Private), Project Currency (USD), and Project Amount (\$100.00K). The page is divided into two main sections: 'Project Details' and 'Project Stakeholders'. The 'Project Details' section includes the Project Objective ('To develop eastern part of the city [Read More](#)'), Sectors ('Real Estate'), and Point of Contact ('John' with phone number 9876543210 and email john@xyz.com). The 'Project Stakeholders' section shows a count of 1 stakeholder and a table with the following data: Registration Number (999765366), Company Type (Pvt Ltd), Date of Incorporation (May 28, 2014), and a 'CUSTOMER' tag. Action buttons for 'Edit', 'Delete', and 'View' are visible next to the stakeholder record. At the bottom of the page, there are navigation buttons: 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

50. To **Edit, Delete** or **View** the stakeholder information, select the corresponding record from the list and click the required option.



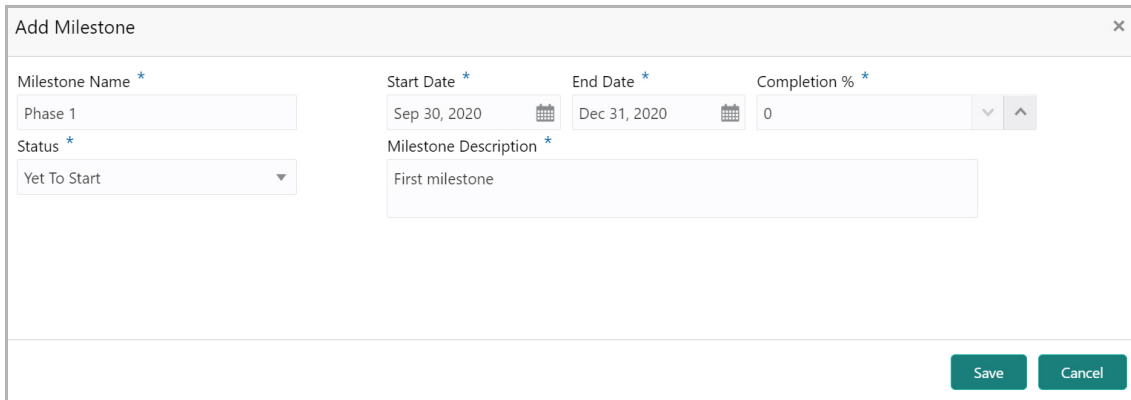
To link a project with a facility in credit proposal application, the existing customer option must be selected and the required party must be linked while adding the stakeholder details. Then, this project Id must be selected in the Facility details window in the Credit Proposal application.

Chapter 3 - Enrichment

Adding Project Milestone

Project milestones are important achievements in a project during the project life cycle. You can add the already completed milestone, current milestone as well as future milestone in the **Timeline** widget.

51. Click **Add Milestone** in the **Timelines** widget. The *Add Milestone* window appears:



52. Type the **Milestone Name**.
53. Click the calendar icon and select the **Start Date** and **End Date** for the milestone. Start Date and End Date can be past or future dates.
54. Specify the **Completion %** for the milestone.
55. Select the project milestone **Status** from the drop down list.

If future date is selected as Start Date and End Date, the completion % must be 0 and the Status must be Yet To Start.

56. Type the **Milestone Description**.
57. Click **Save**. Milestone details are added in the **Timelines** widget as shown below:



58. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.
59. To go to the *Comments* page, click **Next**.

Chapter 3 - Enrichment

Comments

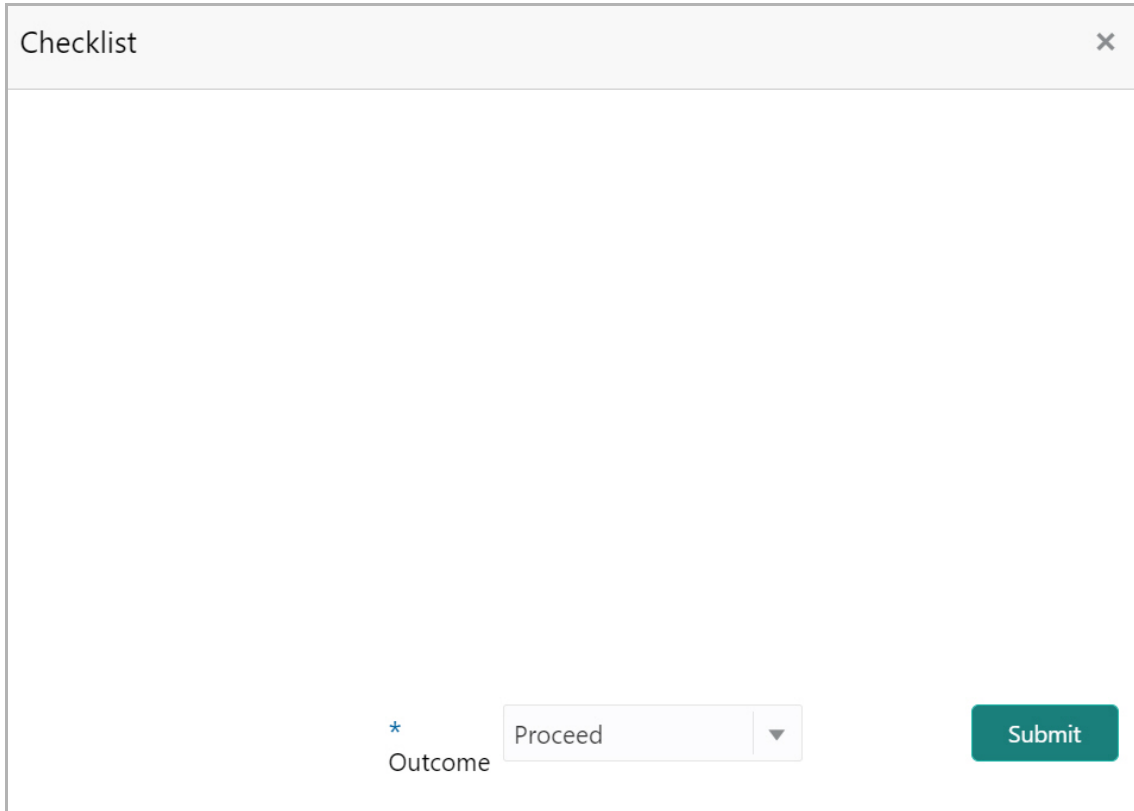
The comments page allows you to capture overall comments for this stage. Adding comments for a stage helps others to identify the actions performed in that stage.

The screenshot displays a web interface for 'Project Definition - Enrichment'. At the top, there are two tabs: 'Project Summary' (selected) and 'Comments'. The 'Comments' section features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, H1, H2, link, unlink, and a right arrow. The text area contains the placeholder 'Enter text here...'. Below the editor is a green 'Post' button. At the bottom of the page, there is a row of navigation buttons: 'Hold', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

60. Type Comments, if required.
61. Click **Post**. Comments are posted below the **Comments** text box.
62. To hold the Process Management process, click **Hold**.
63. To go back to the previous page, click **Back**.
64. To save and exit the window, click **Save & Close**.
65. To submit the Enrichment task to the Approval stage, click **Submit**.
66. To exit the window without saving the information, click **Cancel**.

Chapter 3 - Enrichment

Upon clicking **Submit**, the *Checklist* window appears:



The screenshot shows a window titled "Checklist" with a close button (X) in the top right corner. The main area of the window is empty. At the bottom, there is a label "Outcome" with an asterisk (*) to its left. To the right of the label is a dropdown menu with "Proceed" selected. Further to the right is a green "Submit" button.

- 67. Select the **Outcome** as 'Proceed'.
- 68. Click **Submit**. The task is moved to the Approval stage.

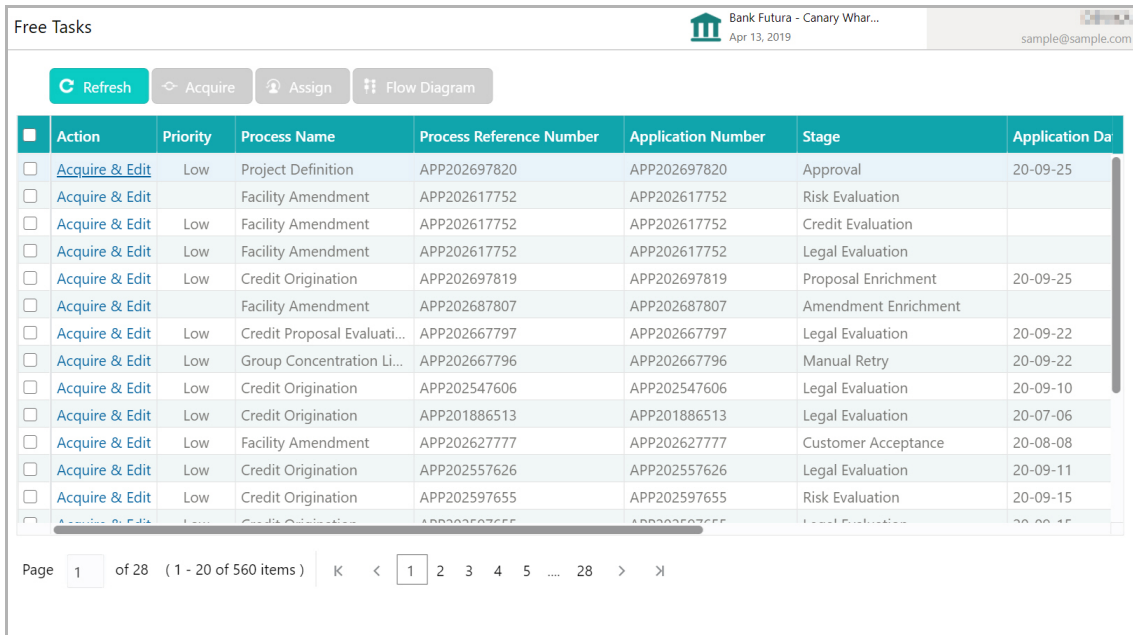
Chapter 3 - Approval

Amendment Approval

In this stage, the Approver can view the project summary and take necessary actions such as approve or send back the project management application.

Approval Steps

1. In OBCFPM, navigate to **Tasks > Free Tasks** from the left navigation menu. The *Free Tasks* page appears:



Free Tasks

Bank Futura - Canary Whar...
Apr 13, 2019
sample@sample.com

Refresh Acquire Assign Flow Diagram

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Da
<input type="checkbox"/> Acquire & Edit	Low	Project Definition	APP202697820	APP202697820	Approval	20-09-25
<input type="checkbox"/> Acquire & Edit		Facility Amendment	APP202617752	APP202617752	Risk Evaluation	
<input type="checkbox"/> Acquire & Edit	Low	Facility Amendment	APP202617752	APP202617752	Credit Evaluation	
<input type="checkbox"/> Acquire & Edit	Low	Facility Amendment	APP202617752	APP202617752	Legal Evaluation	
<input type="checkbox"/> Acquire & Edit	Low	Credit Origination	APP202697819	APP202697819	Proposal Enrichment	20-09-25
<input type="checkbox"/> Acquire & Edit		Facility Amendment	APP202687807	APP202687807	Amendment Enrichment	
<input type="checkbox"/> Acquire & Edit	Low	Credit Proposal Evaluati...	APP202667797	APP202667797	Legal Evaluation	20-09-22
<input type="checkbox"/> Acquire & Edit	Low	Group Concentration Li...	APP202667796	APP202667796	Manual Retry	20-09-22
<input type="checkbox"/> Acquire & Edit	Low	Credit Origination	APP202547606	APP202547606	Legal Evaluation	20-09-10
<input type="checkbox"/> Acquire & Edit	Low	Credit Origination	APP201886513	APP201886513	Legal Evaluation	20-07-06
<input type="checkbox"/> Acquire & Edit	Low	Facility Amendment	APP202627777	APP202627777	Customer Acceptance	20-08-08
<input type="checkbox"/> Acquire & Edit	Low	Credit Origination	APP202557626	APP202557626	Legal Evaluation	20-09-11
<input type="checkbox"/> Acquire & Edit	Low	Credit Origination	APP202597655	APP202597655	Risk Evaluation	20-09-15
<input type="checkbox"/> Acquire & Edit	Low	Credit Origination	APP202597655	APP202597655	Risk Evaluation	20-09-15

Page 1 of 28 (1 - 20 of 560 items) K < 1 2 3 4 5 ... 28 > »

2. **Acquire & Edit** the required 'Approval' task. The *Approval - Project Summary* page appears.

Chapter 3 - Approval

Project Summary

The Project Summary page displays all the project related information added in the 'Enrichment' stage.

Project Definition - Approval

Project Summary

Building Construction

Construction of residential building in eastern part of the city [Read More](#)

Registration Number	Project Type	Project Currency	Project Amount
453278644	Private	USD	\$100.00K

Project Details

Project Objective
To develop eastern part of the city [Read More](#)

Sectors
Real Estate

Point of Contact
John
9876543210
John@xyz.com

Address
Office
Green I Tech,
Rich street,
New York, US-

Project Stakeholders

Total No of Stakeholders
1

Registration Number	Company Type	Date of Incorporation	Demography Type
999765366	Pvt Ltd	May 28, 2014	Domestic

Timelines

Status: All Start Date: Jul 22, 2020

Phase 1

2020 2021

Project Summary

Existing Limit
\$13.18M
Outstanding Limit
\$13.18M

Hold Back Next Save & Close Cancel

3. To view full Project Description and Project Objective, click **Read More** in **Project Summary** and **Project Details** widget.

4. To view the stakeholder details, click the Hamburger icon in corresponding record in the **Project Stakeholders** widget and select **View**.

5. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.

6. To view the Project Aggregation, click **View All** in the **Project Summary** tile. The following window appears:

Chapter 3 - Approval

Project Aggregation ✕

Customer Name : ██████████ INDUSTRIES LTD (MHI)

Project Id	Project Name	Existing Limit	Outstanding Limit
461	Dubai Metro (Phase II)	\$16.09M	\$16.09M

Cancel

7. To view the facility details, click on the Project Id. The following window appears:

Facility Details ✕

Facility Id	Line Number	Product Type	Facility Description	Existing Limit	Outstanding Limit	Next Rev
90019721	0011150131	NF	Project Specific Limit -Dubai Metro (Phase - II)	AED13.18M	AED13.18M	

< >

8. After viewing the Project Summary, click **Next**. The *Comments* page appears.

Chapter 3 - Approval

Comments

The comments page allows you to capture overall comments for this stage. Adding comments for a stage helps others to identify the actions performed in that stage.

Project Definition - Approval

Project Summary

Comments

Comments

Enter text here...

Post

No items to display.

Hold Back Next Save & Close Submit Cancel

9. Type Comments, if required.
10. Click **Post**. Comments are posted below the **Comments** text box.
11. To hold the Process Management process, click **Hold**.
12. To go back to the previous page, click **Back**.
13. To save and exit the window, click **Save & Close**.
14. To submit the Approval task, click **Submit**.
15. To exit the window without saving the information, click **Cancel**.

Chapter 3 - Approval

Upon clicking **Submit**, the *Checklist* window appears:

Checklist

* Outcome

16. Select the required **Outcome**. The options available are Proceed and Additional Info.

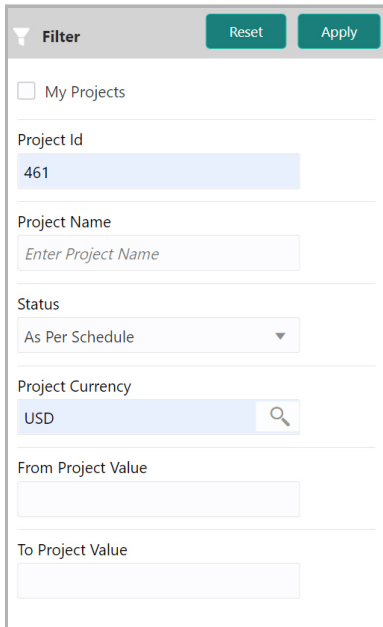
17. Click **Submit**.

If the **Outcome** is selected as 'Proceed', the Project Management process is completed and the project details are listed in *Project Portfolio* page as shown below.

Project Name	Status	Registration Number	Project Value	Start Date
Border road creation	Ahead Of Schedule	REG65465465685	\$200,000.00	Nov 29, 2019
As Per Schedule	As Per Schedule	123456	\$1,000,000.00	Oct 14, 2020
XYZ Towers	Yet To Start	REG00949	\$5,000,000.00	Oct 26, 2020

18. To filter a specific project record, click the **Filter** icon.

Chapter 3 - Approval

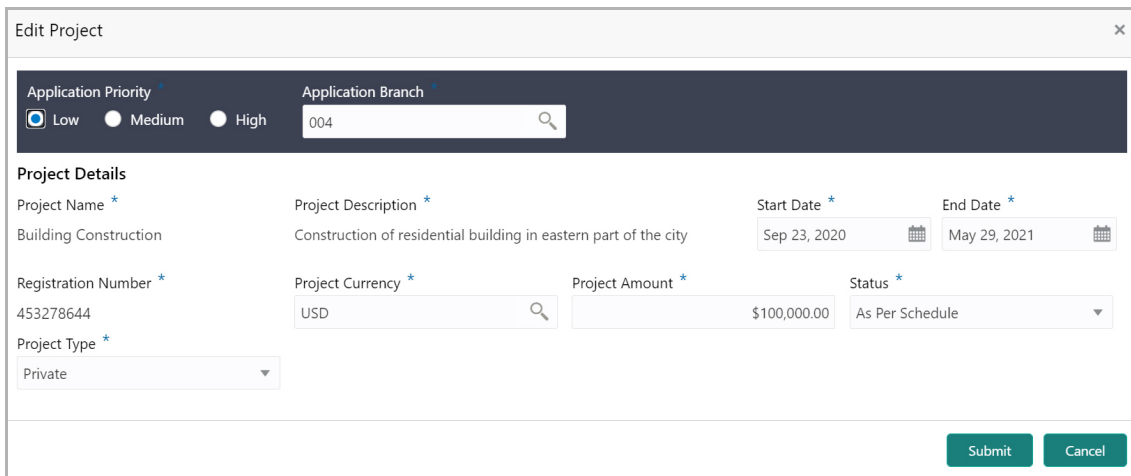


The filter form includes a 'Filter' header with 'Reset' and 'Apply' buttons. It contains several input fields: a checkbox for 'My Projects', a 'Project Id' field with the value '461', a 'Project Name' field with a placeholder 'Enter Project Name', a 'Status' dropdown menu set to 'As Per Schedule', a 'Project Currency' field with 'USD' and a search icon, and two empty 'From Project Value' and 'To Project Value' fields.

19. Specify the filter parameters and click **Apply**.

20. To **Edit** or **View** the project details, click the Hamburger icon in the corresponding record and select the required option.

Upon clicking **Edit** in the above screen, the *Edit Project* window appears:



The 'Edit Project' window has a title bar with a close button. It features a dark header with 'Application Priority' (radio buttons for Low, Medium, High) and 'Application Branch' (input field with '004'). Below is the 'Project Details' section with fields for: Project Name (Building Construction), Project Description (Construction of residential building in eastern part of the city), Start Date (Sep 23, 2020), End Date (May 29, 2021), Registration Number (453278644), Project Currency (USD), Project Amount (\$100,000.00), Status (As Per Schedule), and Project Type (Private). 'Submit' and 'Cancel' buttons are at the bottom right.

21. Modify the project details, if required.

22. Click **Submit**. The *Enrichment - Project Summary* page appears.

For information on modifying, adding, deleting project details, project stakeholders, and project milestone, refer the **Enrichment** chapter.

If the **Outcome** is selected as 'Additional Info', the system will create 'Enrichment' task. The user who initiated the process must add necessary project details and send the task for Approval again.

Chapter 3 - Reference and Feedback

Reference and Feedback

References

For more information on any related features, you can refer to the following documents:

- Oracle Banking Procedure User Guide
- Oracle Banking SMS User Guide
- Oracle Banking Common Core
- Oracle Banking Credit Facilities Process Management Installation Guides

Documentation Accessibility

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