

Project Management User Guide

**Oracle Banking Credit Facilities Process  
Management Cloud Service**

Release 14.7.4.0.0

**Part No. F99835-01**

June 2024

**ORACLE®**  
Financial Services

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# Chapter 1 - Introduction

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## 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"><li>• Field name</li><li>• Drop down options</li><li>• Other UX labels</li></ul>
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

# Chapter 1 - Introduction

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## 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

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## 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

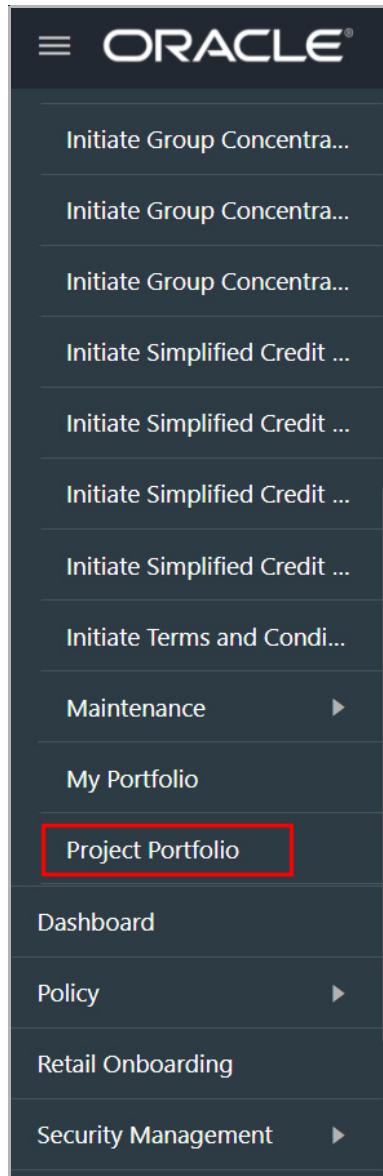
# Chapter 3 - Enrichment

## Enrichment

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

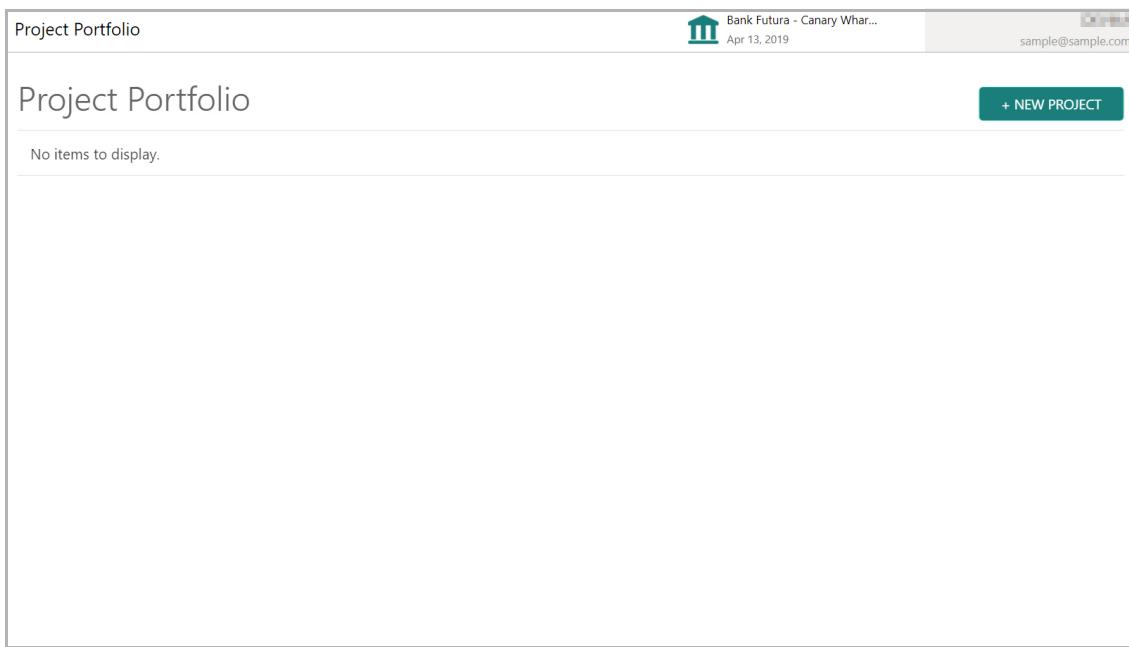
### Enrichment Steps

1. Login to OBCFPM.



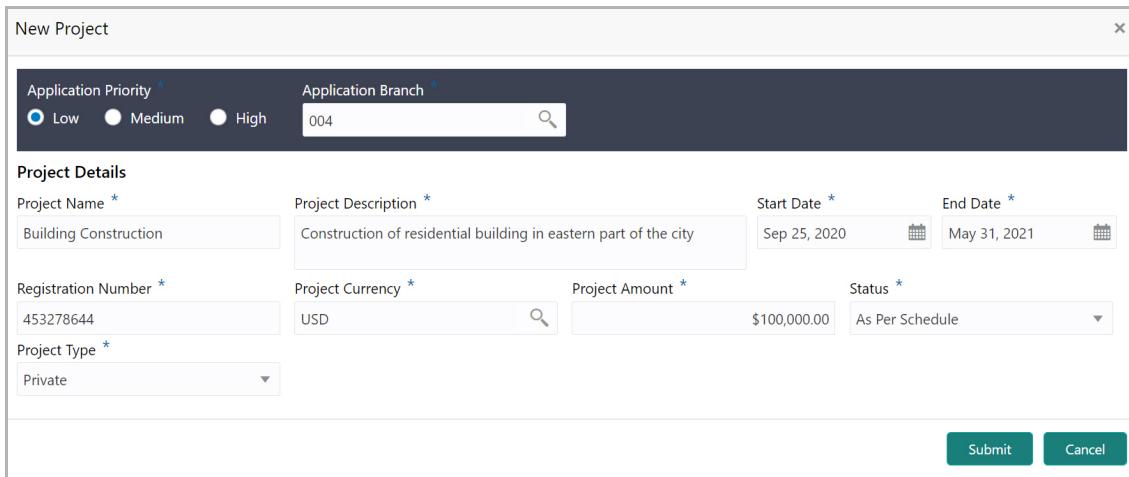
# Chapter 3 - Enrichment

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



The screenshot shows the 'Project Portfolio' page. At the top, there is a header with the bank logo, the name 'Bank Futura - Canary Whar...', the date 'Apr 13, 2019', and the email 'sample@sample.com'. Below the header, the page title 'Project Portfolio' is displayed. A green button labeled '+ NEW PROJECT' is located in the top right corner. The main content area is titled 'No items to display.' and contains a large, empty table structure.

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



The screenshot shows the 'New Project' window. At the top, there is a header with the title 'New Project'. The main form is divided into sections: 'Project Details' and 'Project Information'. In the 'Project Details' section, there are fields for 'Project Name' (Building Construction), 'Project Description' (Construction of residential building in eastern part of the city), 'Start Date' (Sep 25, 2020), and 'End Date' (May 31, 2021). In the 'Project Information' section, there are fields for 'Registration Number' (453278644), 'Project Currency' (USD), 'Project Amount' (\$100,000.00), and 'Status' (As Per Schedule). At the bottom right, there are 'Submit' and 'Cancel' buttons.

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 shows the 'Project Definition - Enrichment' screen. At the top, there are two numbered circles: '1' over 'Project Summary' and '2' over 'Comments'. The 'Project Summary' section contains a title 'Building Construction' and a description 'Construction of residential building in eastern part of the city' with a 'Read More' link. Below this are four data fields: 'Registration Number' (453278644), 'Project Type' (Private), 'Project Currency' (USD), and 'Project Amount' (\$100.00K). The 'Project Details' section is empty, showing 'No Project details are added' and a 'Add Project Details' button. The 'Project Stakeholders' section is also empty, showing 'No Stakeholders are added' and a 'Add Stakeholder' button. The 'Timelines' section includes a 'Status' dropdown set to 'All' and a 'Start Date' field showing 'Jul 23, 2020'. Below these are buttons for 'Add Milestone', '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 *
USD	\$100,000.00	As Per Schedule
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

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

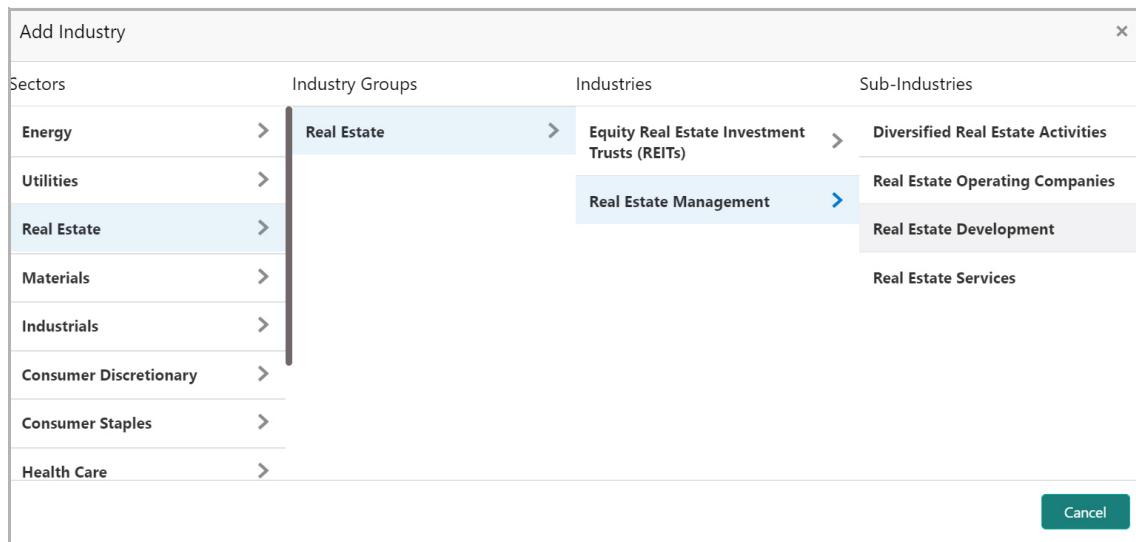
You can modify the following details, if required:

- 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:

Customer sector

+Add Industry

Real Estate

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:

Address Details

Address Type \*

Office

Point of Contact \*

John

Street

Enter Street Details

Landmark

Enter Landmark

City \*

Rich street

Zip-Code \*

Enter Zip-Code

Email Address \*

John@xyz.com

House/Building \*

Green I Tech

Locality

Enter Street Details

Area

Enter Area

State \*

New York

Country \*

US

Phone Number

987654321

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:



Address

Office      John      987654321      John@xyz.com

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

Edit      Delete      View      :

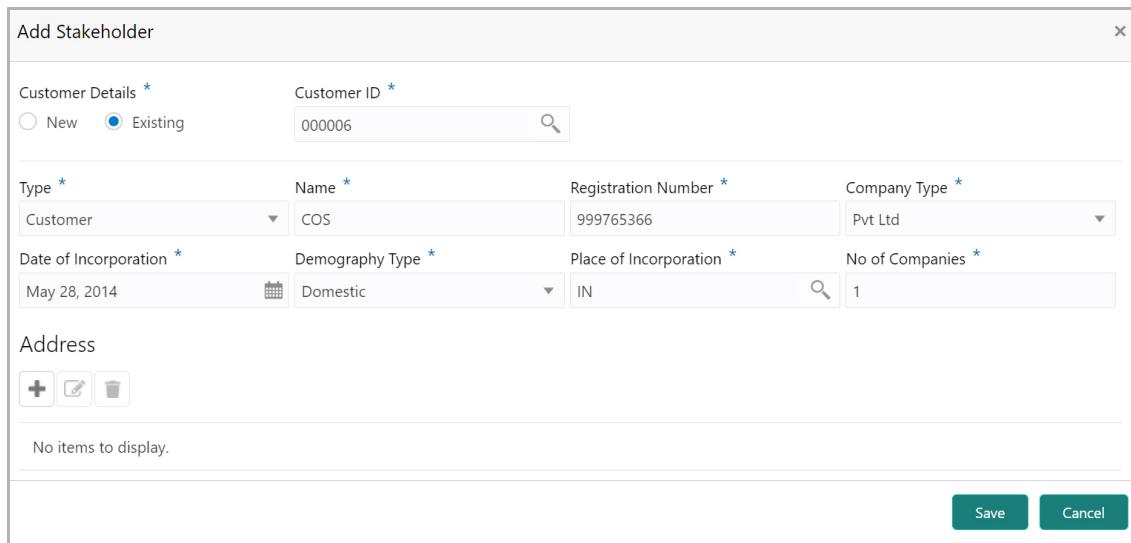
Page 1 of 1 (1 of 1 items)      1

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. At the top, there are tabs for 'Customer Details' and 'Address'. Under 'Customer Details', there are fields for 'Customer ID' (000006), 'Type' (Customer), 'Name' (COS), 'Registration Number' (999765366), 'Company Type' (Pvt Ltd), 'Date of Incorporation' (May 28, 2014), 'Demography Type' (Domestic), 'Place of Incorporation' (IN), and 'No of Companies' (1). Below these fields, there is a section for 'Address' with three icons for adding, editing, and deleting address items. A message 'No items to display.' is shown. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

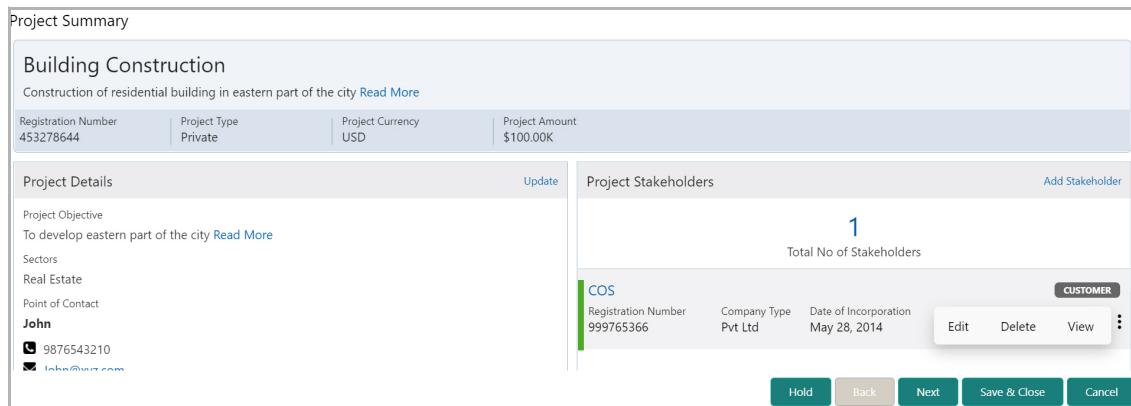
If the **Demography Type** is selected as 'Global', the **Geographical Spread** field appears.

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 shows the Project Summary page for a project titled 'Building Construction'. The project details include a registration number (453278644), project type (Private), project currency (USD), and project amount (\$100.00K). The Project Stakeholders section shows one record for 'COS' with a registration number of 999765366, a company type of 'Pvt Ltd', and a date of incorporation of 'May 28, 2014'. The stakeholder is marked as a 'CUSTOMER'. At the bottom of the page are buttons for 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.



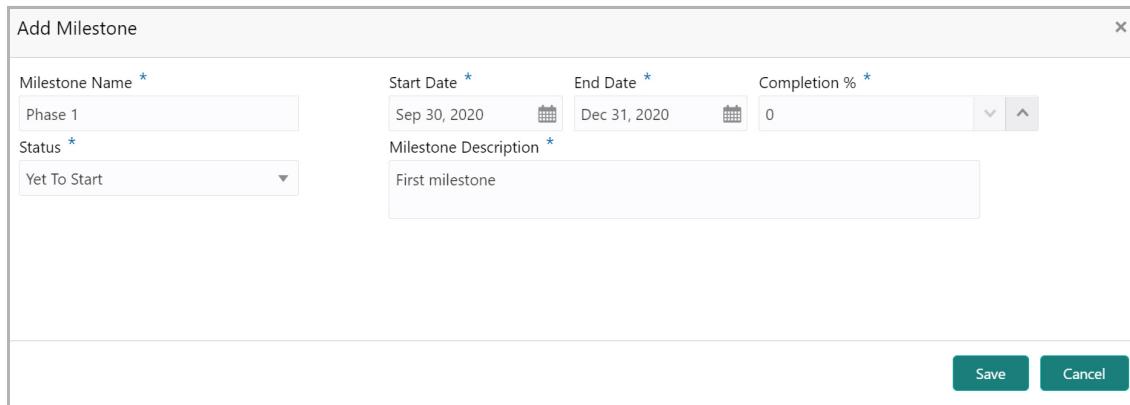
To link a project with a facility in credit proposal application, the existing customer option must be selected and the required party must be linked while adding the stakeholder details. Then, this project Id must be selected in the Facility details window in the Credit Proposal application.

# 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:



The screenshot shows the 'Add Milestone' dialog box. It has fields for Milestone Name (Phase 1), Start Date (Sep 30, 2020), End Date (Dec 31, 2020), Completion % (0), Status (Yet To Start), and Milestone Description (First milestone). At the bottom are 'Save' and 'Cancel' buttons.

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:

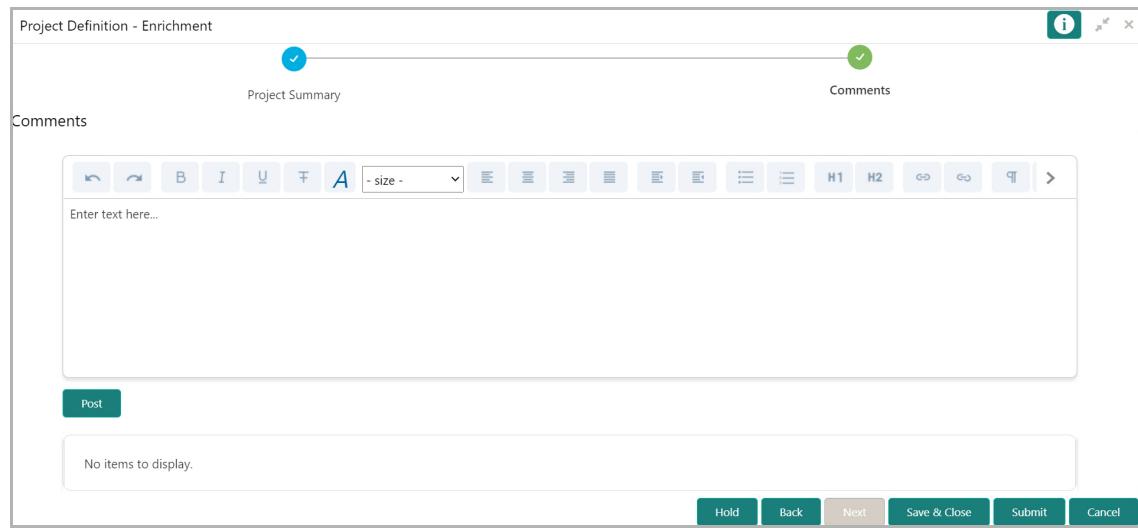


58. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.
59. To go to the *Comments* page, click **Next**.

# Chapter 3 - Enrichment

## Comments

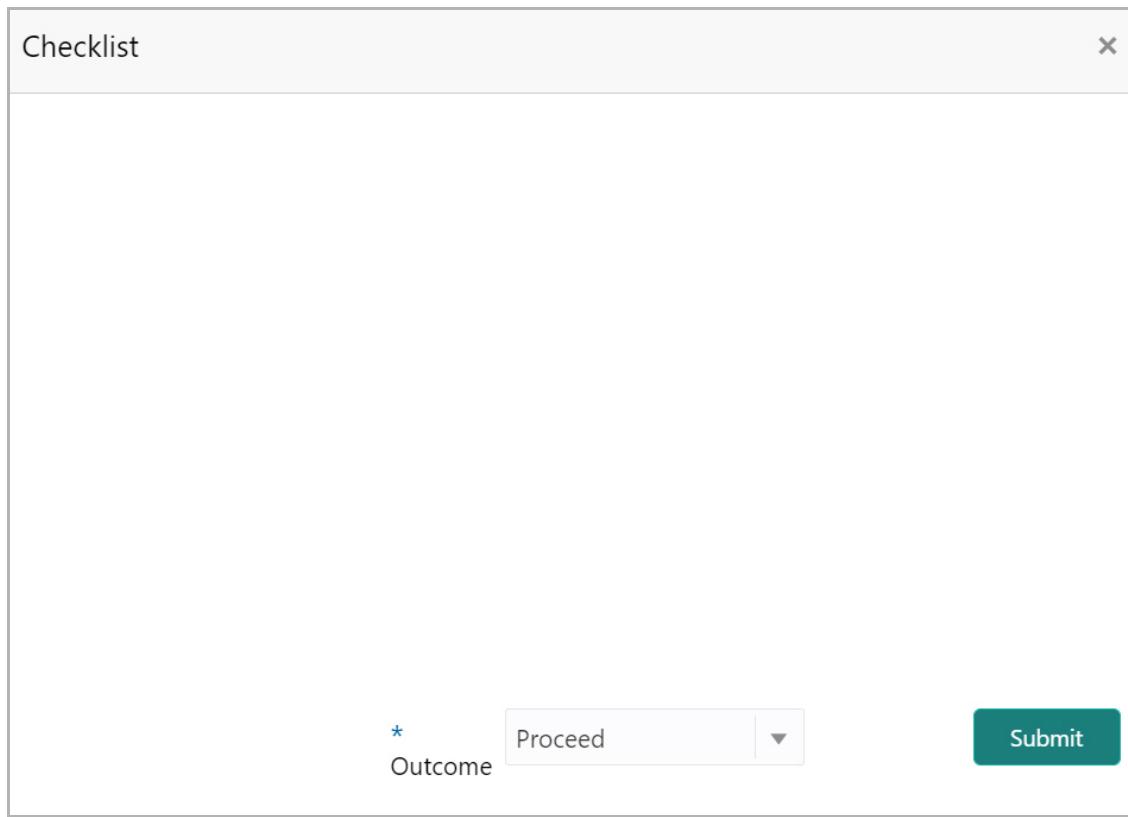
The comments page allows you to capture overall comments for this stage. Adding comments for a stage helps others to identify the actions performed in that stage.



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:



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:

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Acquire & Edit	Low	Project Definition	APP202697820	APP202697820	Approval	20-09-25
Acquire & Edit		Facility Amendment	APP202617752	APP202617752	Risk Evaluation	
Acquire & Edit	Low	Facility Amendment	APP202617752	APP202617752	Credit Evaluation	
Acquire & Edit	Low	Facility Amendment	APP202617752	APP202617752	Legal Evaluation	
Acquire & Edit	Low	Credit Origination	APP202697819	APP202697819	Proposal Enrichment	20-09-25
Acquire & Edit		Facility Amendment	APP202687807	APP202687807	Amendment Enrichment	
Acquire & Edit	Low	Credit Proposal Evaluati...	APP202667797	APP202667797	Legal Evaluation	20-09-22
Acquire & Edit	Low	Group Concentration Li...	APP202667796	APP202667796	Manual Retry	20-09-22
Acquire & Edit	Low	Credit Origination	APP202547606	APP202547606	Legal Evaluation	20-09-10
Acquire & Edit	Low	Credit Origination	APP201886513	APP201886513	Legal Evaluation	20-07-06
Acquire & Edit	Low	Facility Amendment	APP202627777	APP202627777	Customer Acceptance	20-08-08
Acquire & Edit	Low	Credit Origination	APP202557626	APP202557626	Legal Evaluation	20-09-11
Acquire & Edit	Low	Credit Origination	APP202597655	APP202597655	Risk Evaluation	20-09-15
Acquire & Edit	Low	Credit Origination	APP202607055	APP202607055	Final Evaluation	20-09-15

Page 1 of 28 (1 - 20 of 560 items)  <      ...  >

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.

The screenshot shows the 'Project Definition - Approval' page with the following sections:

- Project Summary:** Displays the project name 'Building Construction' and a brief description: 'Construction of residential building in eastern part of the city'. A 'Read More' link is present.
- Project Details:** Includes fields for Registration Number (453278644), Project Type (Private), Project Currency (USD), and Project Amount (\$100.00K).
- Project Stakeholders:** Shows 1 stakeholder (Total No. of Stakeholders) with a record for 'COS' (Registration Number 999765366, Company Type Pvt Ltd, Date of Incorporation May 28, 2014, Demography Type Domestic). A 'CUSTOMER' label is present.
- Timelines:** A timeline showing the project's timeline from August 2020 to July 2021. A 'Phase 1' milestone is marked for October 2020. The timeline is divided into 2020 and 2021.
- Project Summary (Bottom):** Displays the 'Existing Limit' as '\$13.18M' and the 'Outstanding Limit' as '\$13.18M'. A 'View All' link is also present.

At the bottom, there are buttons for Hold, Back, Next, Save & Close, and Cancel.

- To view full Project Description and Project Objective, click **Read More** in **Project Summary** and **Project Details** widget.
- To view the stakeholder details, click the Hamburger icon in corresponding record in the **Project Stakeholders** widget and select **View**.
- To filter a milestone from the Timeline, select the required **Status** and **Start Date**.
- 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

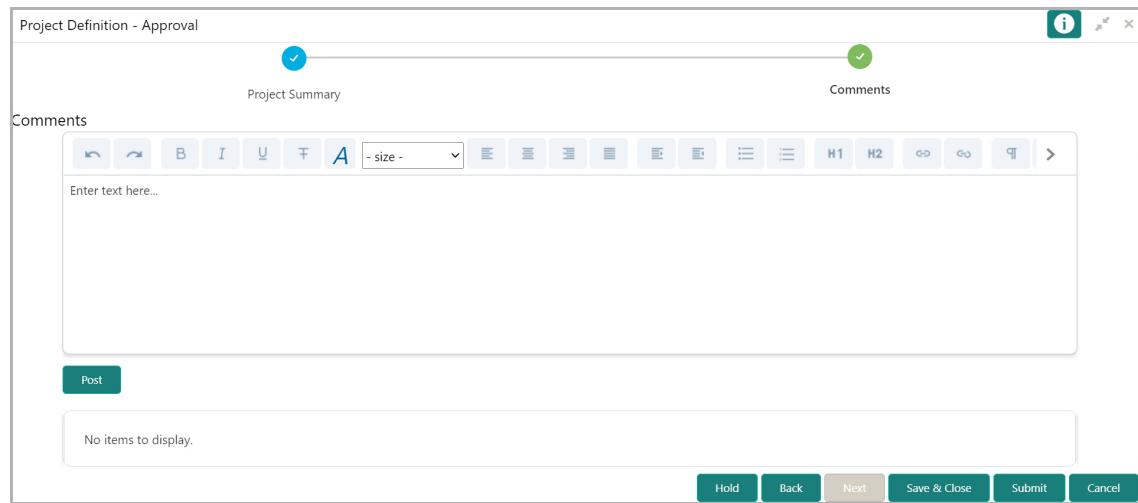
Facility Id	Line Number	Product Type	Facility Description	Existing Limit	Outstanding Limit	Next Rev
90019721	0011150131	NF	Project Specific Limit -Dubai Metro (Phase - II)	AED13.18M	AED13.18M	

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

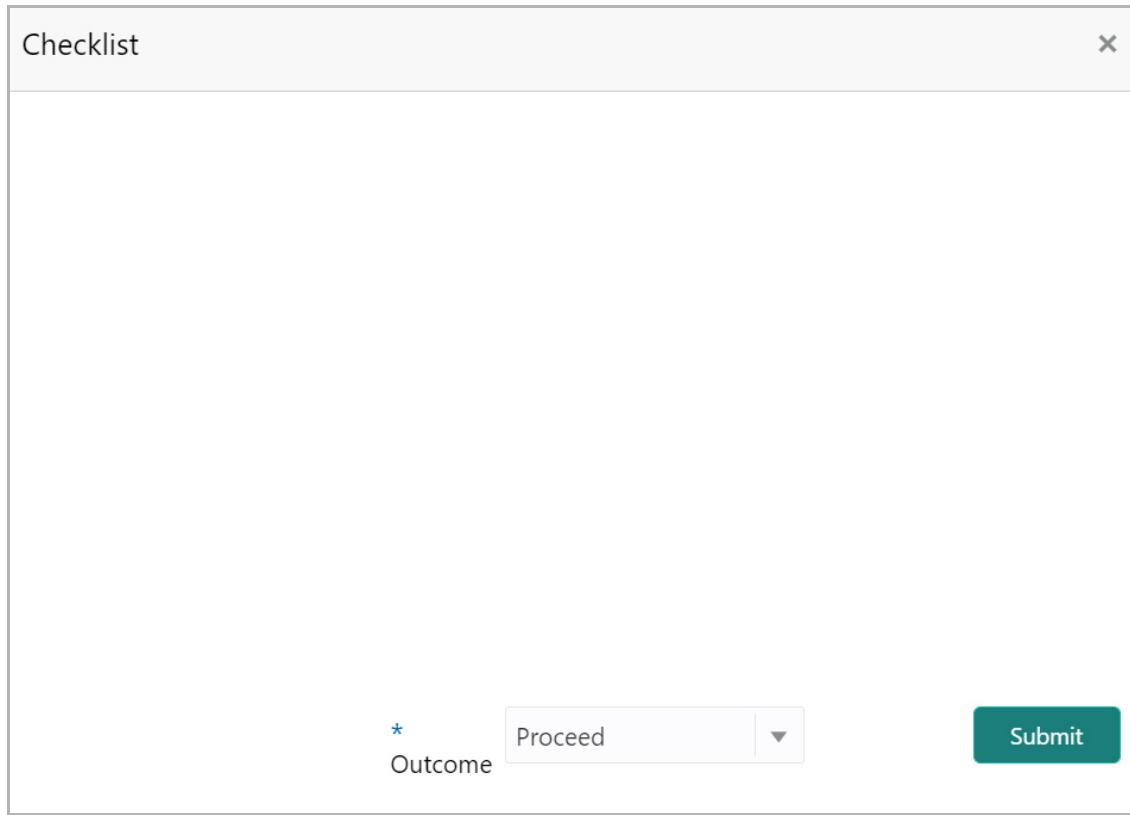
No items to display.

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:



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	Project ID	Registration Number	Project Value	Start Date
Border road creation	Ahead Of Schedule	PRJ202010041066	REG65465465685	\$200,000.00	Nov 29, 2019
As Per Schedule	As Per Schedule	PRJ202010161087	123456	\$1,000,000.00	Oct 14, 2020
XYZ Towers	Yet To Start	PRJ202010271106	REG00949	\$5,000,000.00	Oct 26, 2020

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

# Chapter 3 - Approval

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:

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

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## 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

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