Project Management User Guide

Oracle Banking Credit Facilities Process Management Cloud Service

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Oracle Banking Credit Facilities Process Management Cloud Service User Guide
Oracle Financial Services Software Limited
Oracle Park
Off Western Express Highway
Goregaon (East
Mumbai, Maharashtra 400 063
India

Worldwide Inquiries:
Phone: +91 22 6718 3000
Fax: +91 22 6718 3001
www.oracle.com/financialservices/

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Chapter 1 - Introduction

Preface

About this guide

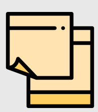
This guide helps you to quickly get familiarized with the Project Management process in OBCFPM for managing customer projects.

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 • 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

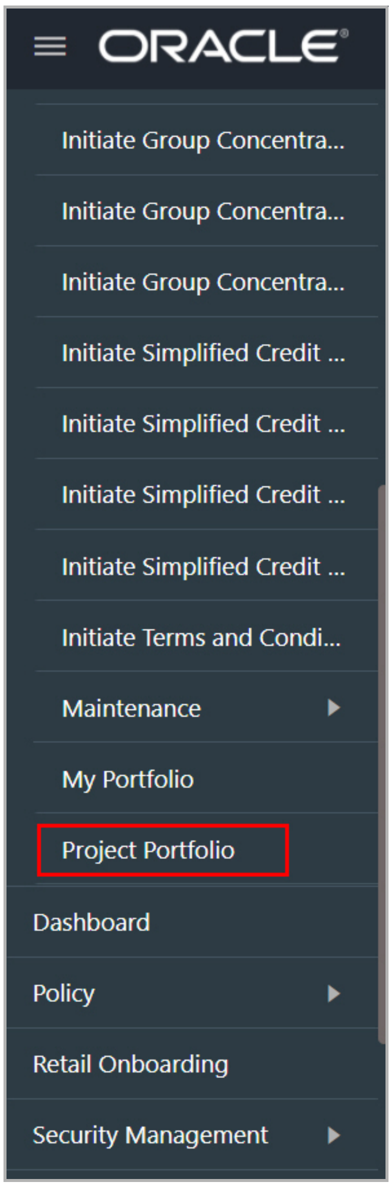
Chapter 3 - Enrichment

Enrichment

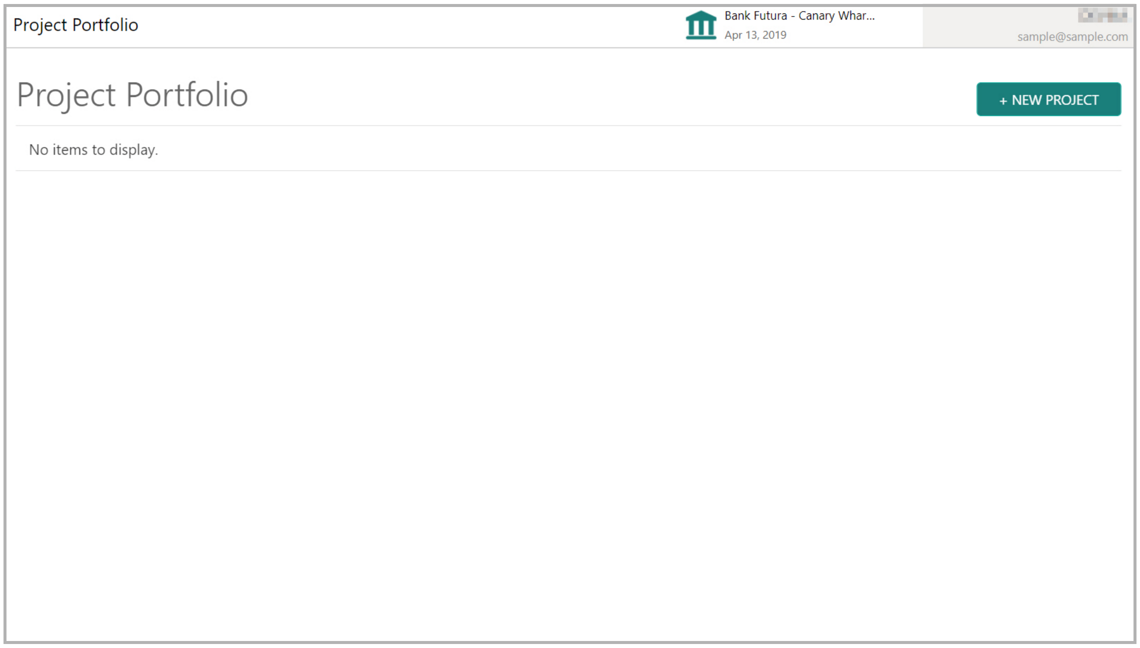
In this stage, you can capture all the details about the customer project, project stakeholders and project milestones.

Enrichment Steps

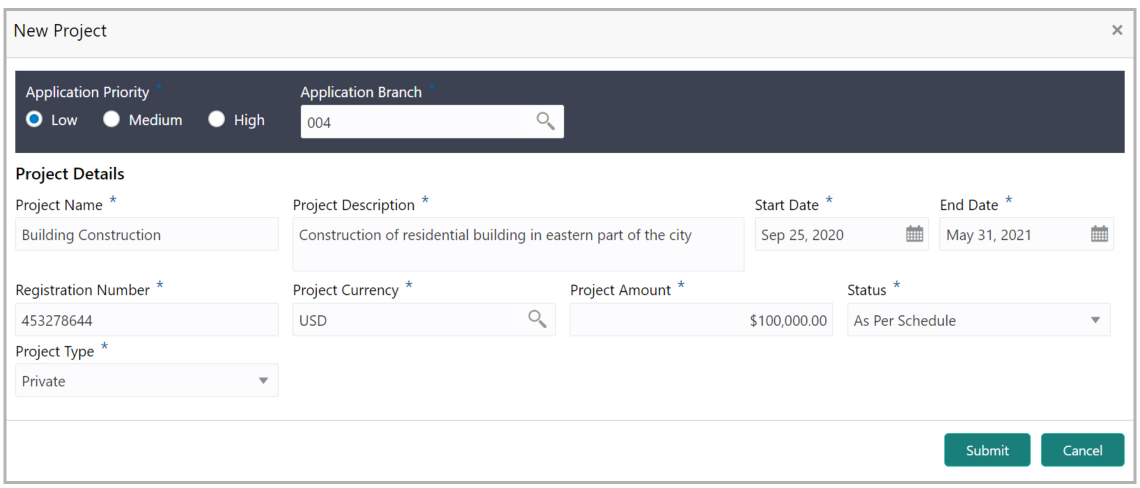
1. Login to OBCFPM.



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

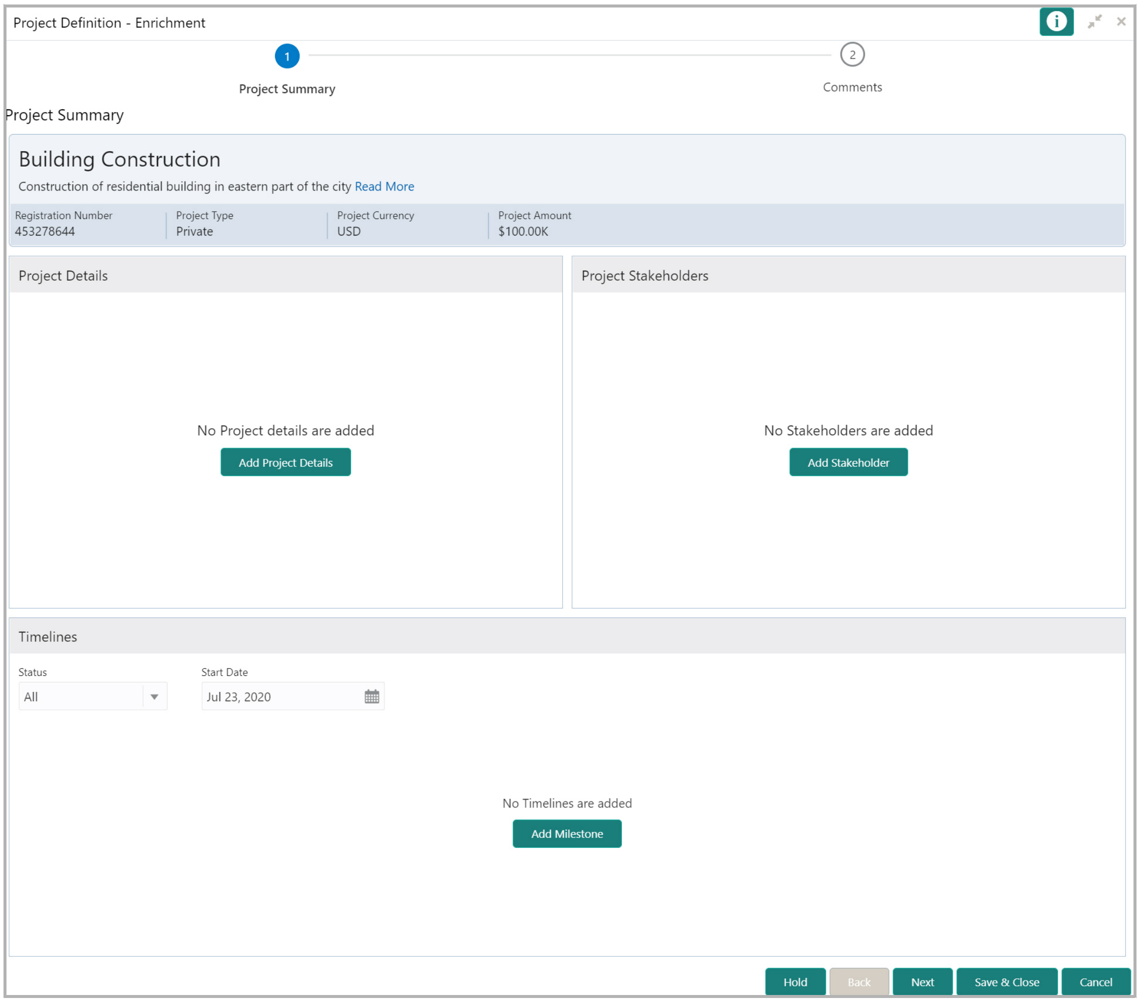
6. Type your customer's **Project Name**.
7. Type a detailed description for project in the **Project Description** field.
8. Click the calendar icon and select **Start Date** and **End Date** of the project.

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

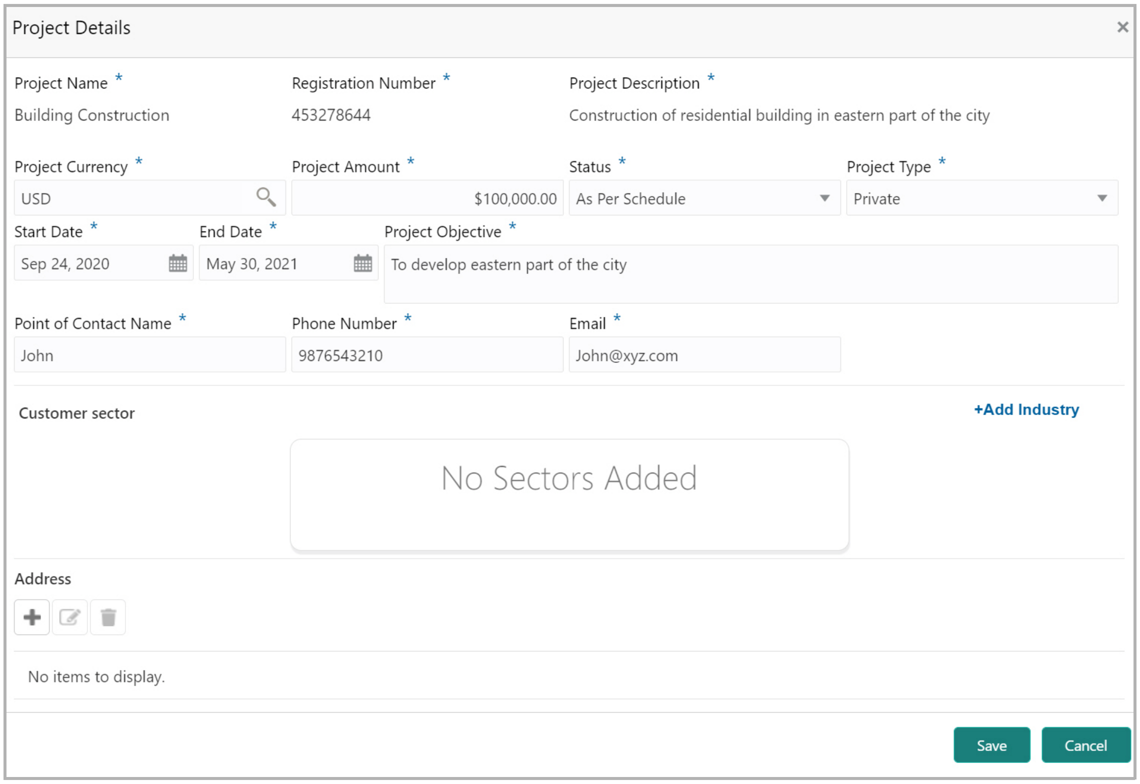
The *Project Summary* page has the following widgets to add corresponding details:

- Project Details
- Project Stakeholders
- Timelines



Adding Project Details

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



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

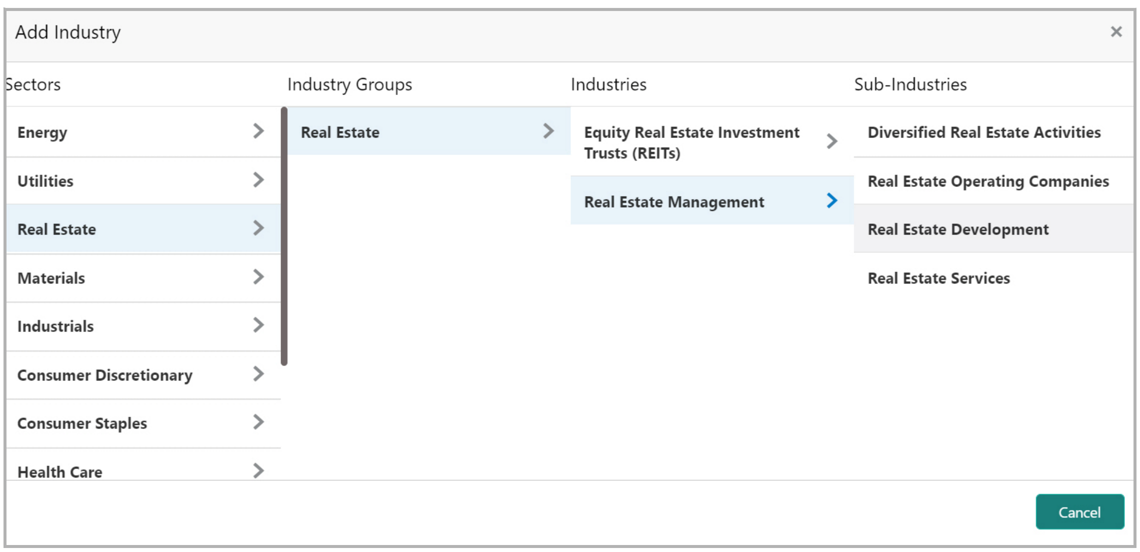
You can modify the following details, if required:

- 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.

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

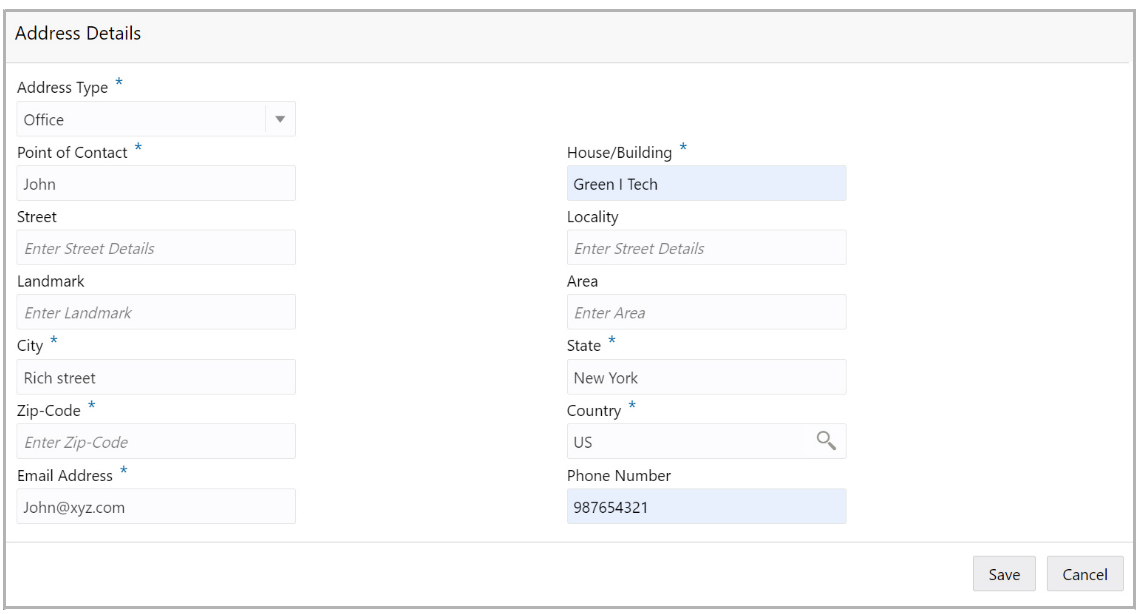
26. To delete the added sector information, click the delete icon.

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:



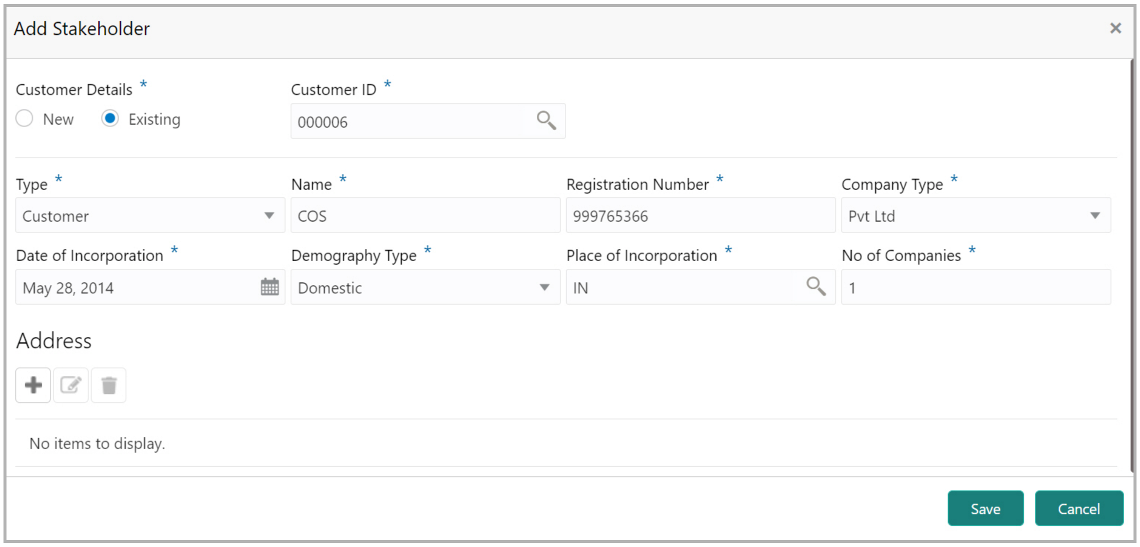
28. Select the required **Address Type**.
29. Type the name of **Point of Contact** person for the selected address.

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.

Adding Stakeholder Information

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



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

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

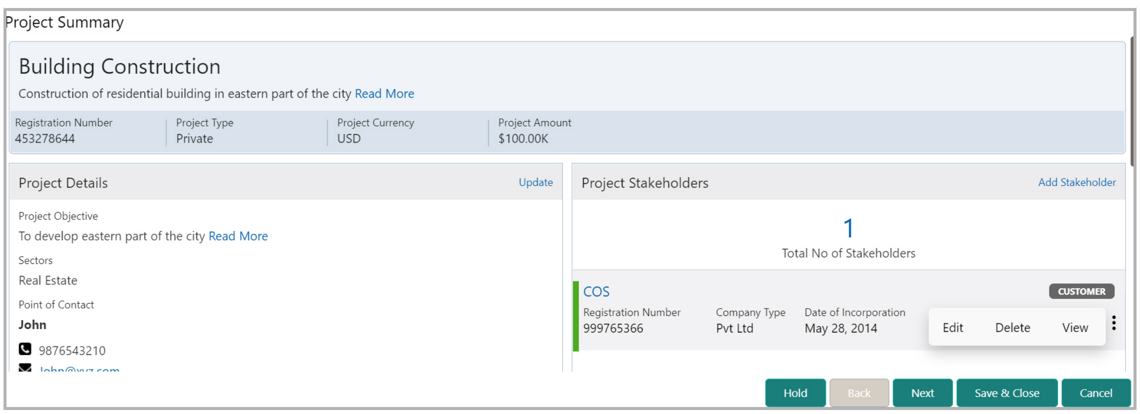
If the **Demography Type** is selected as ‘Global’, the **Geographical Spread** field appears.

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:



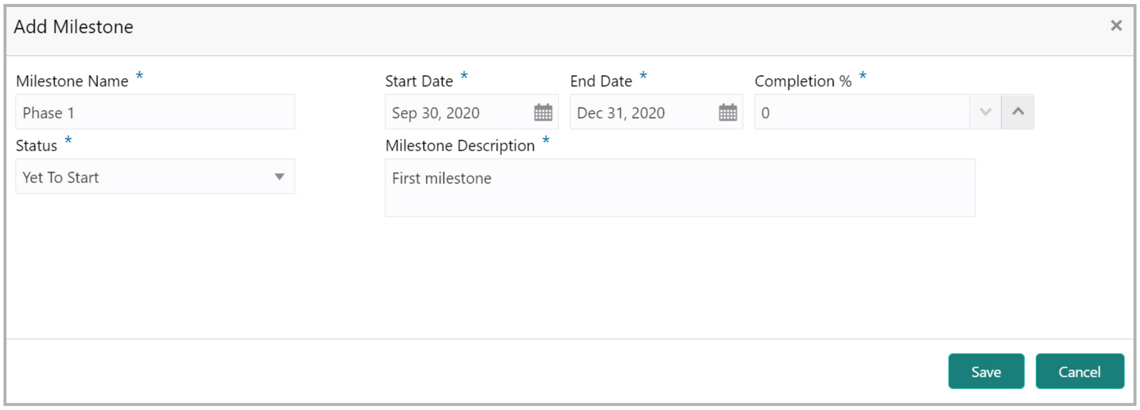
50. To **Edit**, **Delete** or **View** the stakeholder information, select the corresponding record from the list and click the required option.

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.

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.

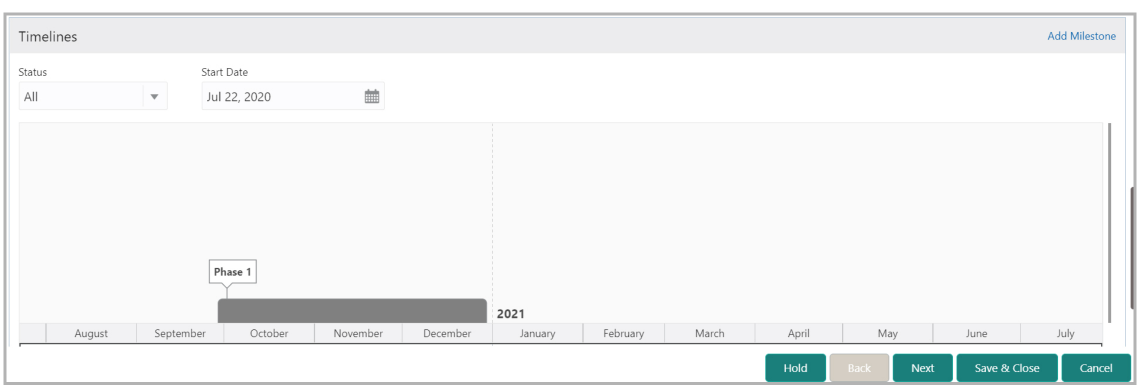
51. Click **Add Milestone** in the **Timelines** widget. The *Add Milestone* window appears:



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.

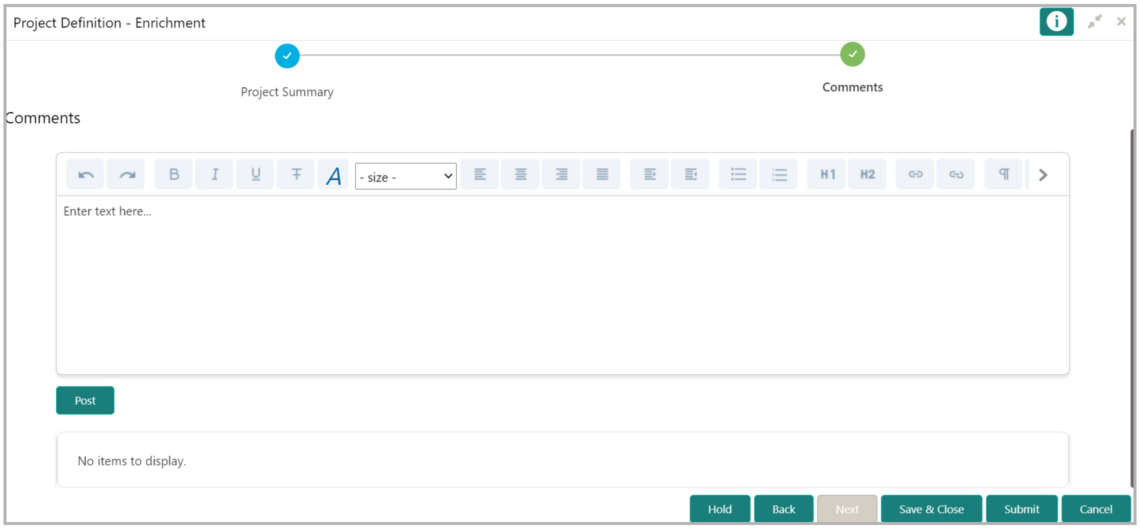
56. Type the **Milestone Description**.
57. Click **Save**. Milestone details are added in the **Timelines** widget as shown below:



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

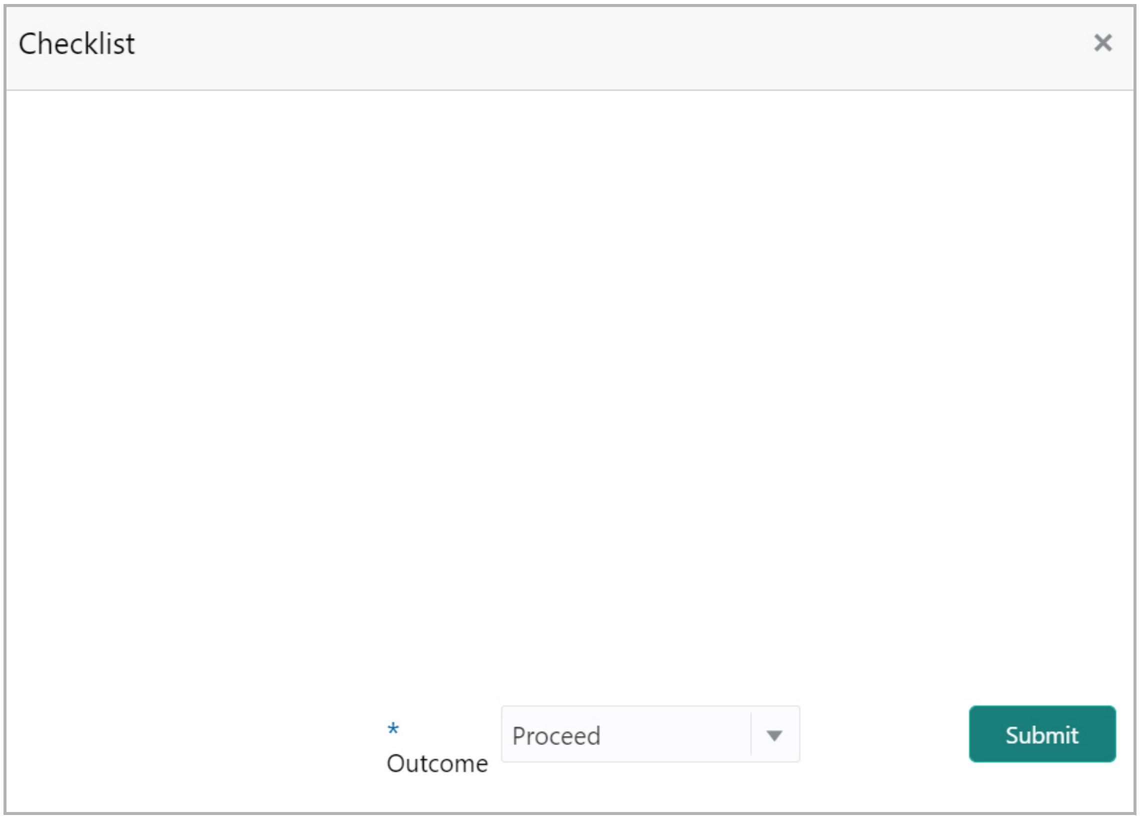
Comments

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**.

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



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

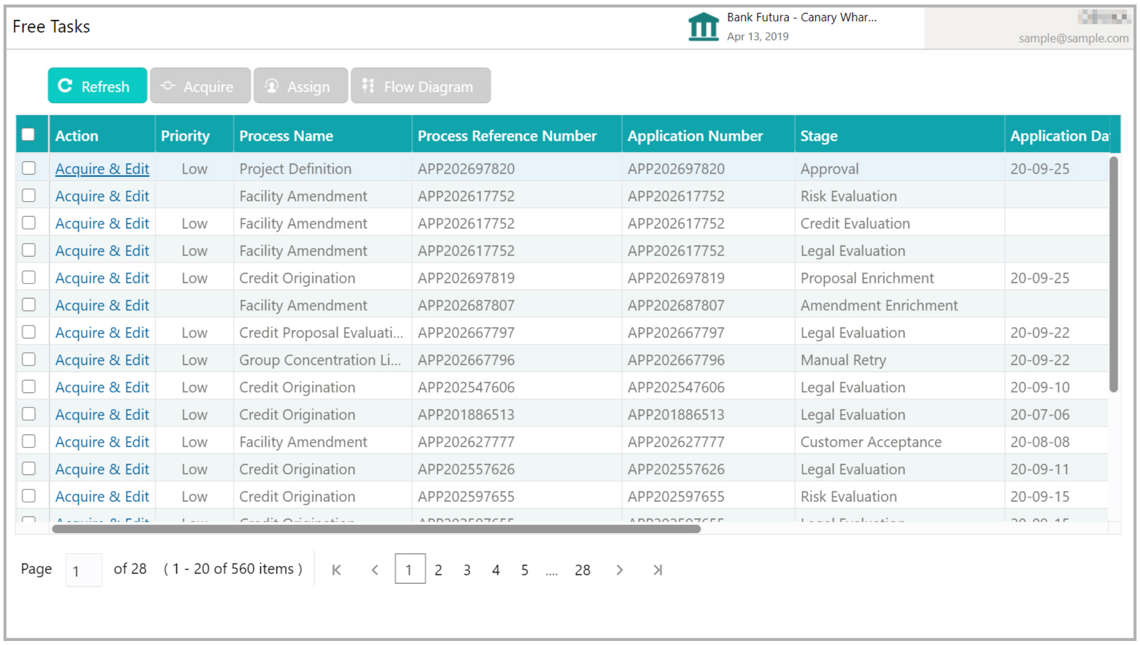
Chapter 3 - Approval

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:

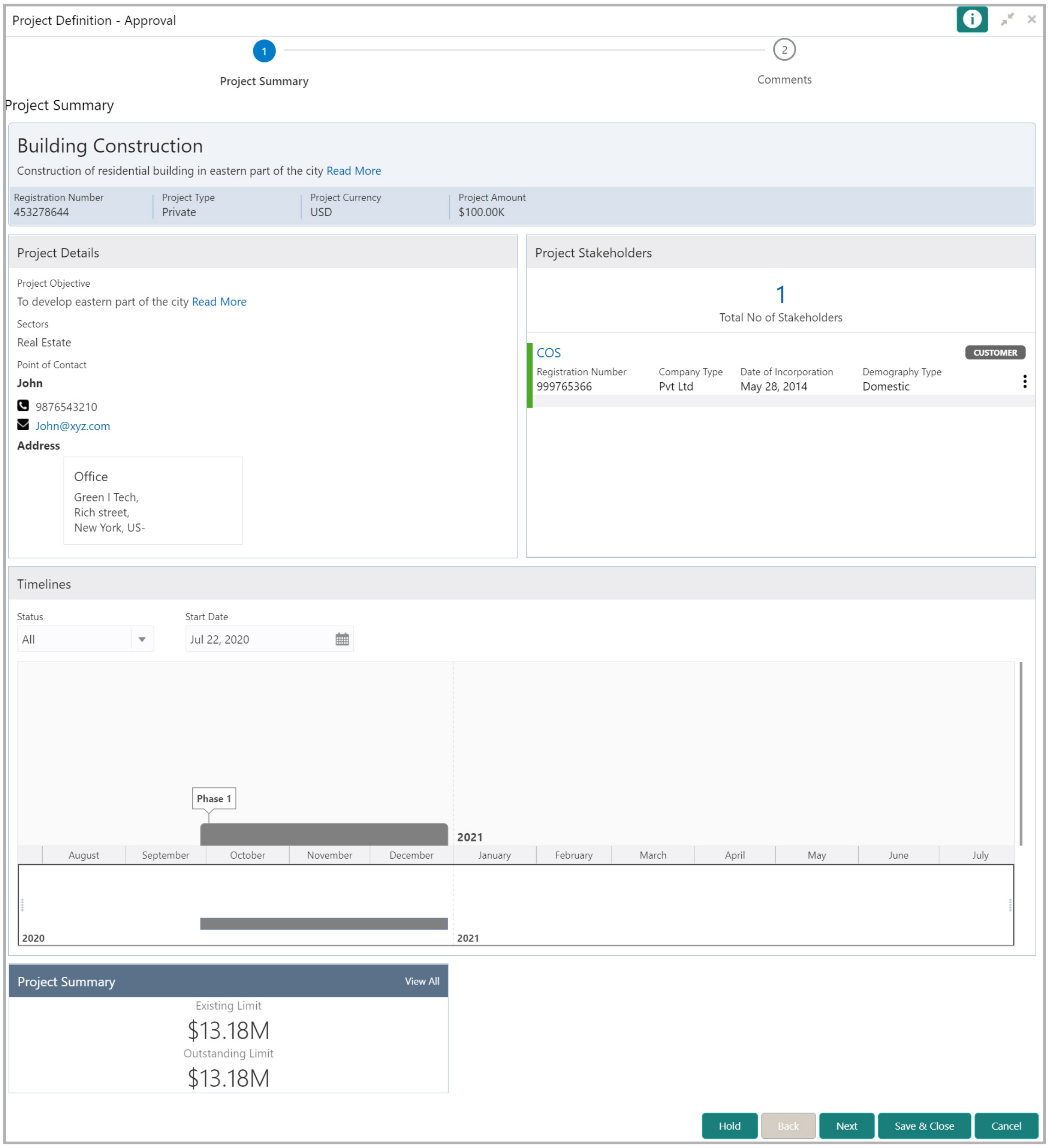


2. **Acquire & Edit** the required 'Approval' task. The *Approval - Project Summary* page appears.

Chapter 3 - Approval

Project Summary

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

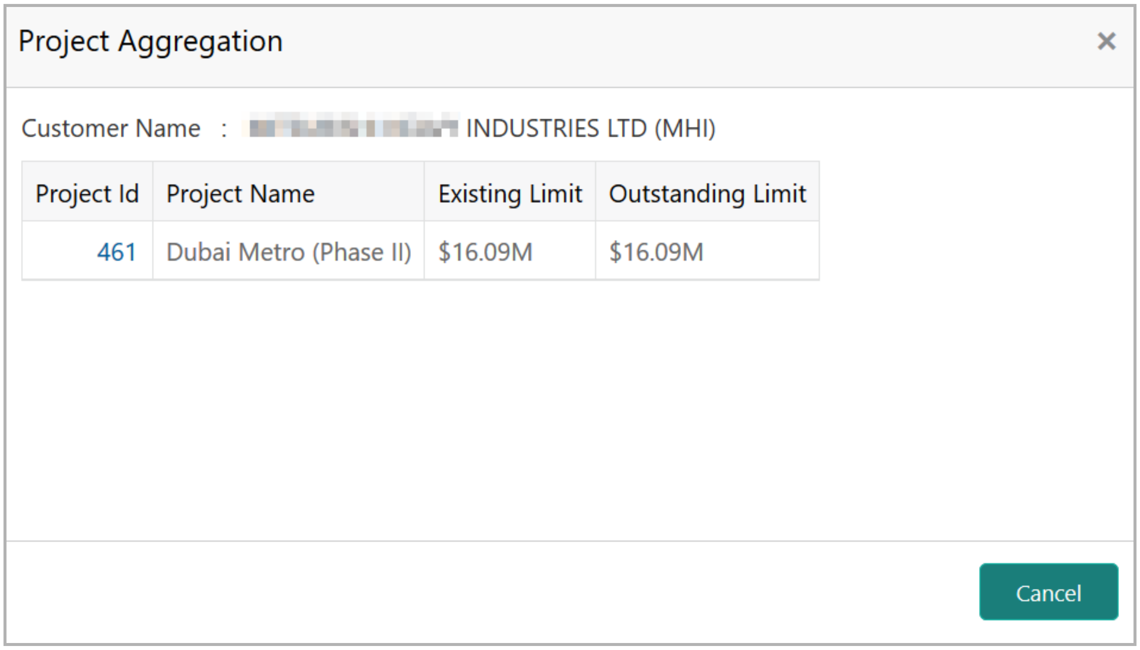


3. To view full Project Description and Project Objective, click **Read More** in **Project Summary** and **Project Details** widget.

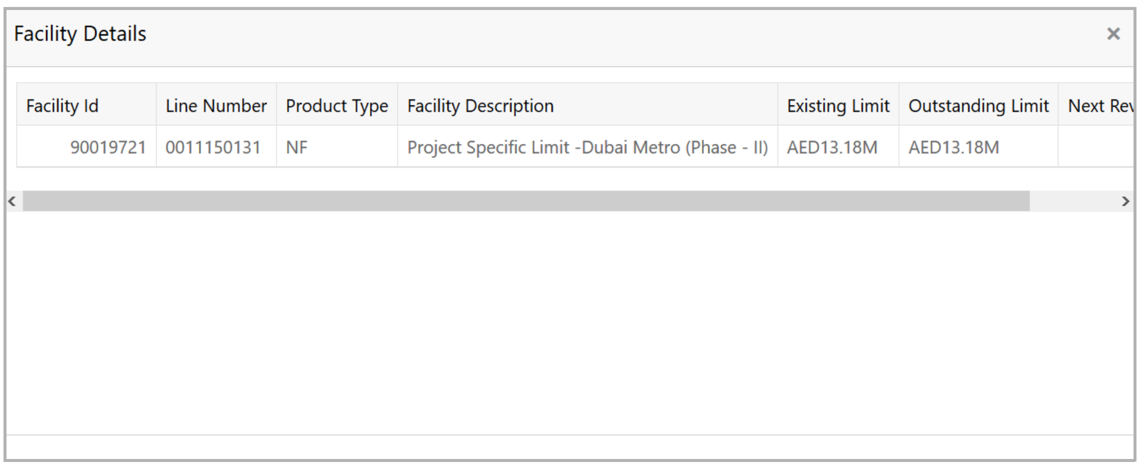
4. To view the stakeholder details, click the Hamburger icon in corresponding record in the **Project Stakeholders** widget and select **View**.

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:



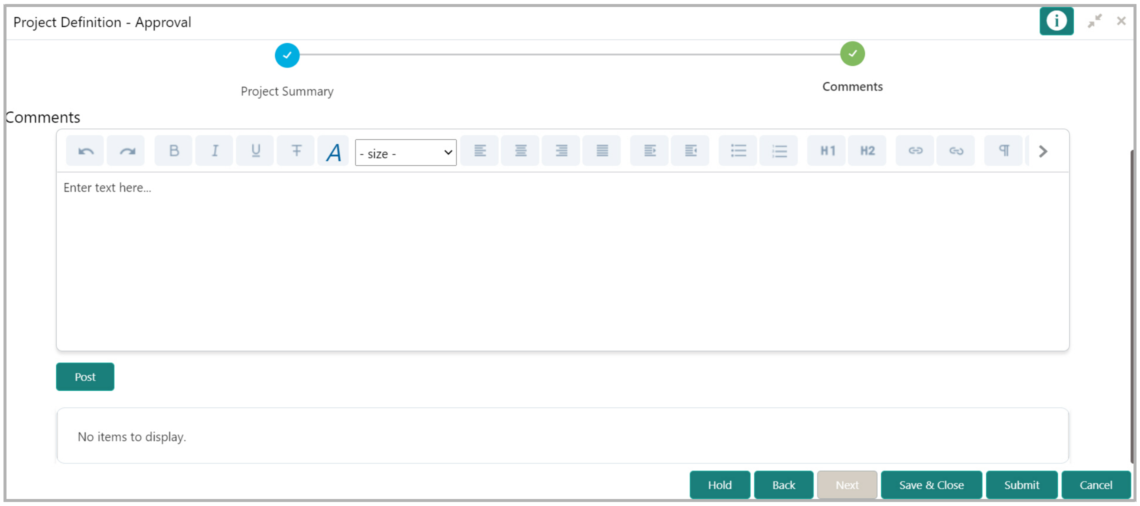
7. To view the facility details, click on the Project Id. The following window appears:



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

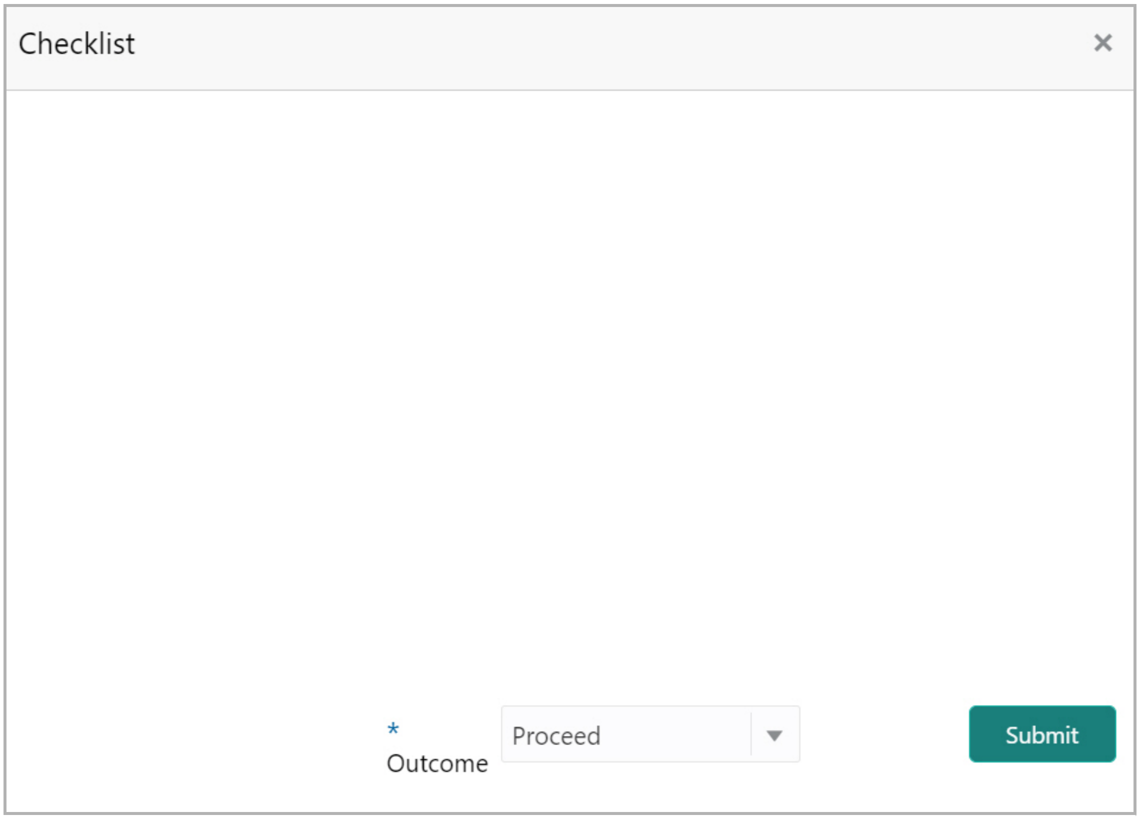
Comments

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.



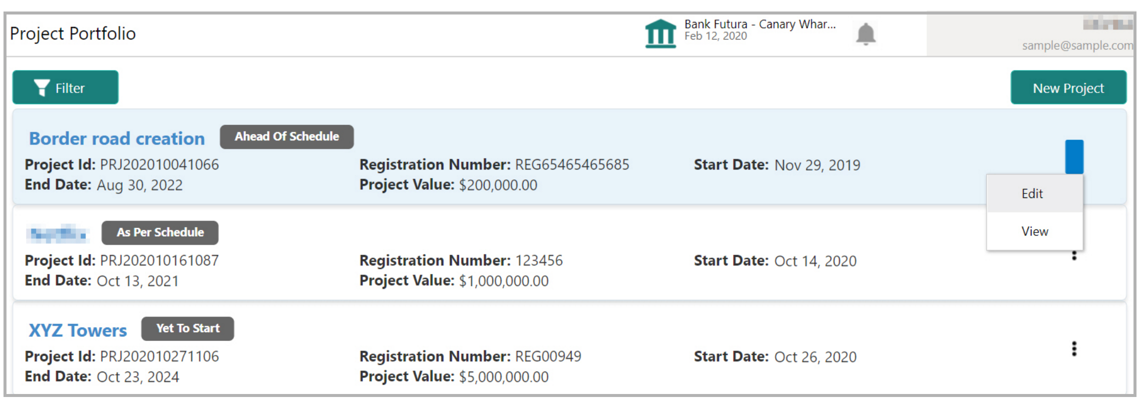
9. Type Comments, if required.
10. Click **Post**. Comments are posted below the **Comments** text box.
11. To hold the Process Management process, click **Hold**.
12. To go back to the previous page, click **Back**.
13. To save and exit the window, click **Save & Close**.
14. To submit the Approval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

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

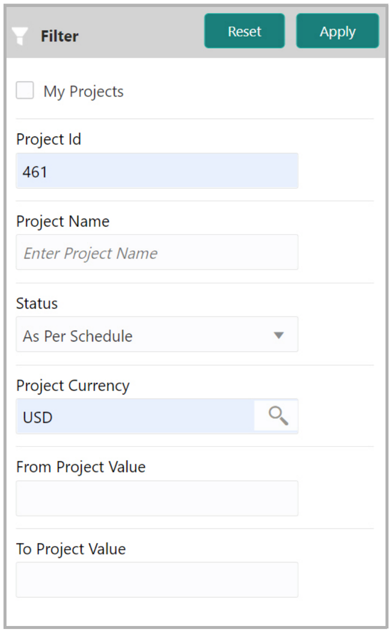


16. Select the required **Outcome**. The options available are Proceed and Additional Info.
17. Click **Submit**.

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.

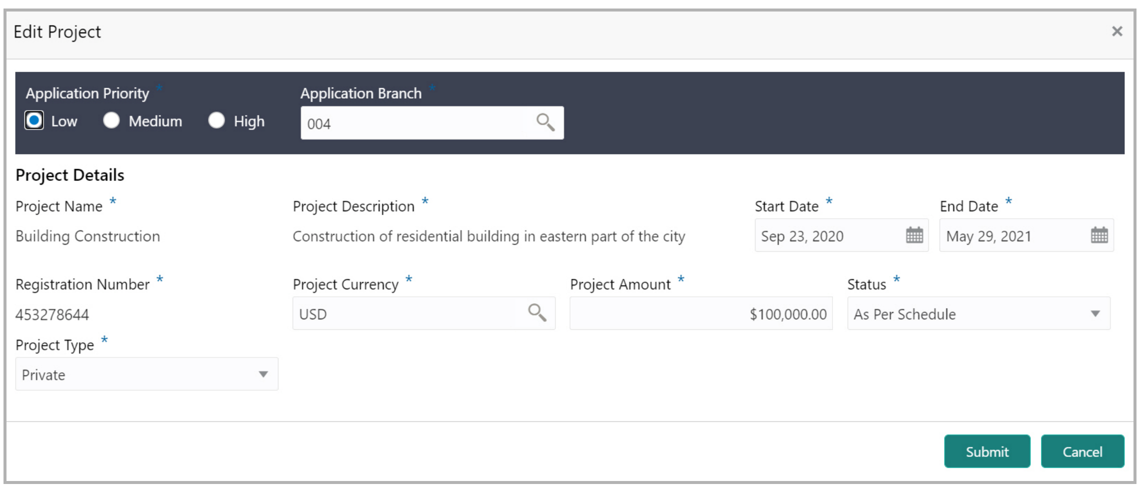


18. To filter a specific project record, click the **Filter** icon.



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.

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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