Oracle® Banking Credit Facilities Process Management

Project Management User Guide

Release 14.8.1.0.0
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Oracle Banking Credit Facilities Process Management Project Management User Guide, Release 14.8.1.0.0

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Contents

1 Preface

1.1 Before You Begin

Kindly refer to our getting started user guide for common elements, including Symbols and Icons, Conventions Definitions, and so forth.

1.2 Pre-requisites

Specify the **User ID** and **Password**, and login to **Home** screen.

1.3 Purpose

This guide is designed to help the user to quickly get acquainted with the Customer Standard Instructions maintenance process.

1.4 Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

Table 1-1 Acronyms and Abbreviations

Abbreviation	Description
System	Core Maintenance Module
NLP	Natural Language Processing
REST	Representational State Transfer

1.5 Audience

This guide is intended for the central administrator of the Bank who controls the system and application parameters and ensures smooth functionality and flexibility of the banking application.

1.6 Basic Actions

Table 1-2 Basic Actions

Action	Description
Approve	Used to approve the initiated report. This button is displayed, once the user click **Authorize**.
Audit	Used to view the maker details, checker details, and report status.

Table 1-2 (Cont.) Basic Actions

Action	Description
Authorize	Used to authorize the report created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker.
Close	Used to close a record. This action is available only when a record is created.
Confirm	Used to confirm the performed action.
Cancel	Used to cancel the performed action.
Compare	Used to view the comparison through the field values of old record and the current record. This button is displayed in the widget, once the user click **Authorize**.
Collapse All	Used to hide the details in the sections. This button is displayed, once the user click **Compare**.
Expand All	Used to expand and view all the details in the sections. This button is displayed, once the user click **Compare**.
New	Used to add a new record. When the user click **New**, the system displays a new record enabling to specify the required data.
OK	Used to confirm the details in the screen.
Save	Used to save the details entered or selected in the screen.
View	Used to view the report details in a particular modification stage. This button is displayed in the widget, once the user click **Authorize**.
View Difference only	Used to view a comparison through the field element values of old record and the current record, which has undergone changes. This button is displayed, once the user click **Compare**.
Unlock	Used to update the details of an existing record. System displays an existing record in editable mode.

1.7 Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1.8 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

1.9 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.10 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

1.11 Related Resources

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

- *Oracle Banking Security Management System User Guide*
- *Routing Hub Configuration User Guide*
- *Oracle Banking Getting Started User Guide*

1.12 Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

1.13 Symbols and Icons

The following icons are used in the screens.

Table 1-3 Symbols and Icons - Common

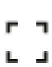
Symbol/Icon	Function
	Minimize
	Maximize

Table 1-3 (Cont.) Symbols and Icons - Common

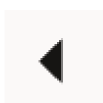
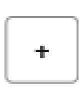
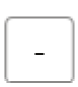
Symbol/Icon	Function
	Close
	Perform Search
	Open a list
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete an existing row.

Table 1-3 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Click to view the created record.
	Click to modify the fields.
	Click to unlock, delete, authorize or view the created record.

Table 1-4 Symbols and Icons - Audit Details

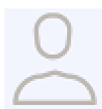
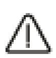
Symbol/Icon	Function
	A user
	Date and time
	Unauthorized or Closed status
	Authorized or Open status

Table 1-5 Symbols ad Icons - Widget

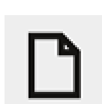
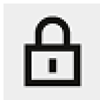
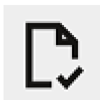
Symbol/Icon	Function
	Open status
	Unauthorized status

Table 1-5 (Cont.) Symbols ad Icons - Widget

Symbol/Icon	Function
	Closed status
	Authorized status

1.14 Post-requisites

After finishing all the requirements, please log out from the Home screen.

2 Project Management Process

This topic describes introduction about the Project Management Process in OBCFPM.

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

3 Project Definition Enrichment

This topic provides systematic instructions about the Project Definition Enrichment stage in Project Management Process.

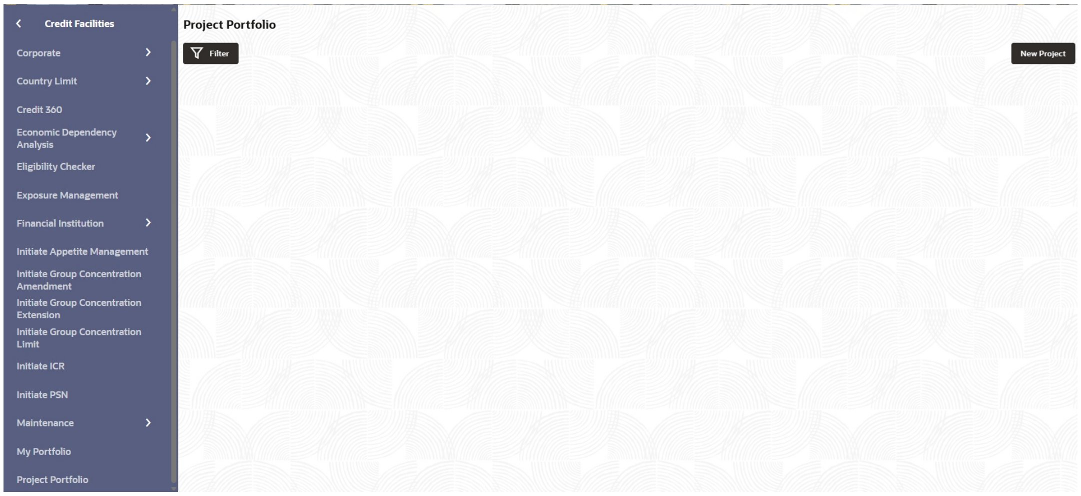
In this stage, you can capture all the details about the customer project, project stakeholders and project milestones.

To initiate the Project Management Process.

1. On **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Project Portfolio**.

   The **Project Portfolio** screen is displayed.

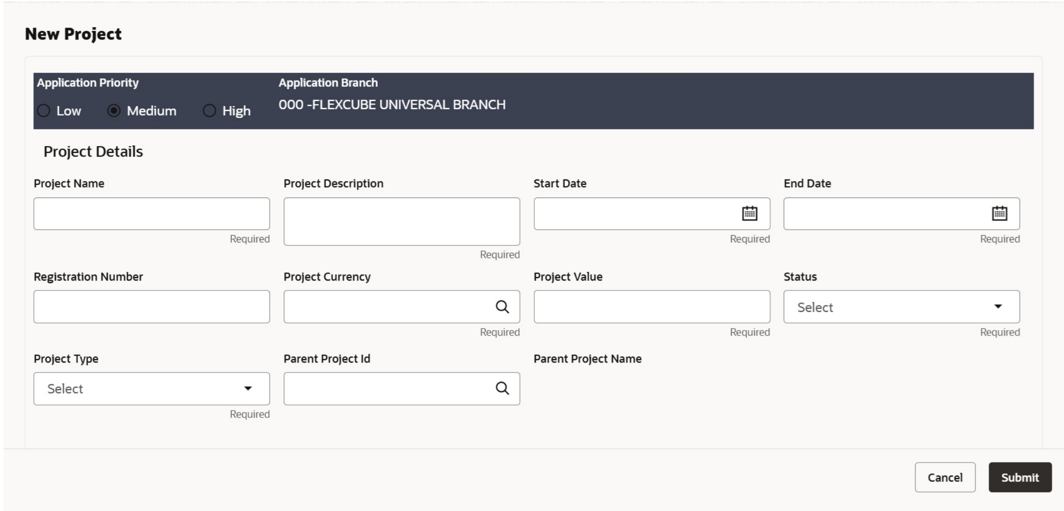
   Figure 3-1 Project Portfolio

2. Click **+NEW PROJECT**.

   The **New Project** screen is displayed.

Figure 3-2 New Project



3. Specify all the details in the **New Project** window based on description in the below table.

Table 3-1 New Project - Field Description

Field	Description
Application Priority	Choose the project **Application Priority**. The options available are: **Low**, **Medium**, and **High**.
Application Branch	Search and select the project **Application Branch**.

Table 3-2 New Project - Project Details - Field Description

Field	Description
Project Name	Type your customer's **Project Name**.
Project Description	Type a detailed description for project in this field.
Start Date	Click the calendar icon and select **Start Date** of the project.
End Date	Click the calendar icon and select **End Date** of the project.
Registration Number	Specify the project **Registration Number**.
Project Currency	Search and select the **Project Currency**.
Project Amount	Specify the budget of project in this field.
Status	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
Project Type	Select the **Project Type** from the drop down list. The options available are: • Govt • Private • Public Private Partnership • Mixed
Point of Contact Name	Specify the **Point of Contact Name** for the project.

4. Click **Submit**.

   The **Enrichment - Project Summary** screen is displayed.

- Project Summary
  This topic describes information about the Project Summary data segment in Project Definition Enrichment stage.
- Comments
  This topic provides systematic instructions about the Comments data segment in the Project Definition Enrichment stage.

3.1 Project Summary

This topic describes information about the Project Summary data segment in Project Definition Enrichment stage.

The Project Summary data segment has the following widgets to add corresponding details:

- Project Details
- Project Stakeholders
- Timelines

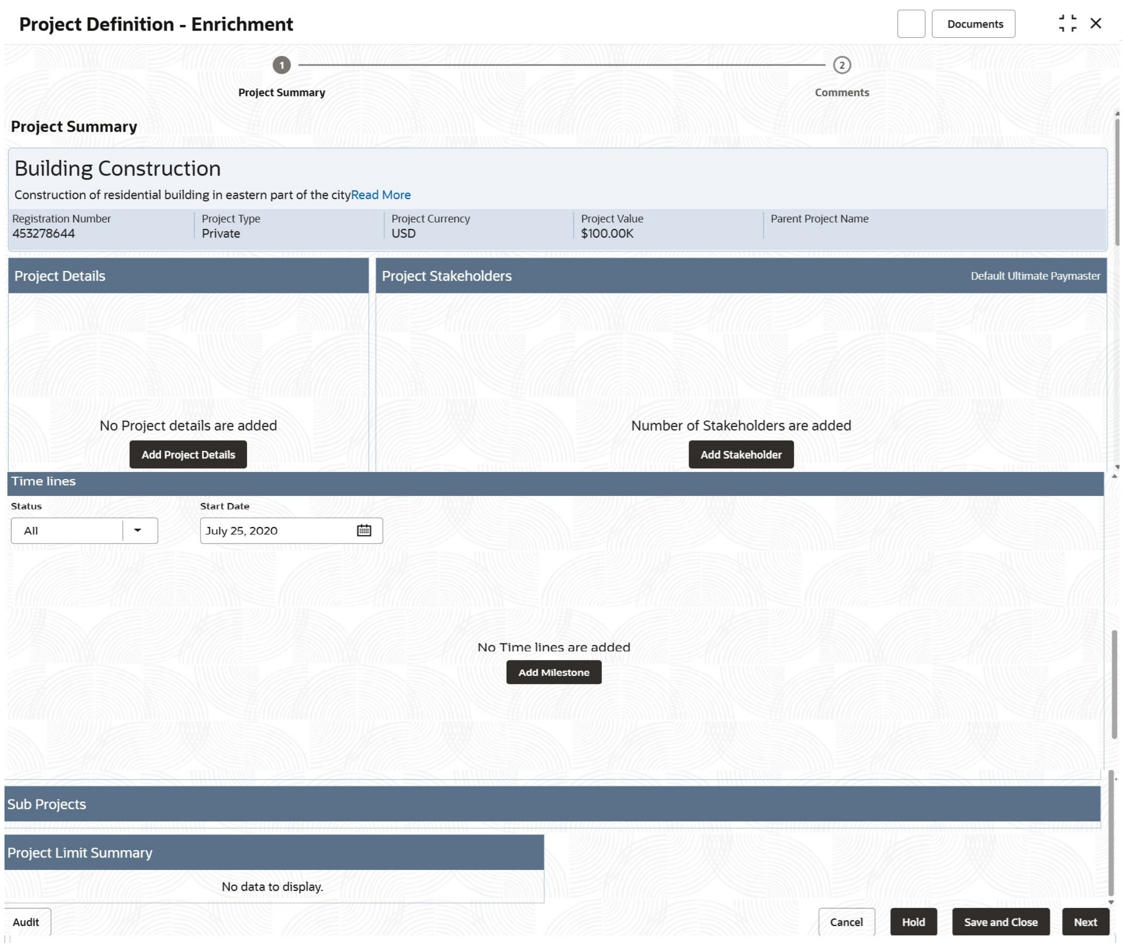
- Adding Project Details
  This topic provides systematic intsructions about the procedure to add customer's project details in Project Management process.
- Adding Stakeholder information
  This topic provides systematic instrcutions about the procedure to add project stakeholder information.
- Adding Project Milestone
  This topic provides systematic instructions about the procedure to add project milestone details.

3.1.1 Adding Project Details

This topic provides systematic intsructions about the procedure to add customer's project details in Project Management process.

The **Project Definition -Enrichment** screen displays.

Figure 3-3   Project Definition - Enrichment



1. Click **Add Project Details** in the **Project Details** widget.

   For Project Details, additional placeholder fields can be configured in Maintenance screen. For more information on managing these placeholders, refer to the **Maintenance User Manual**.

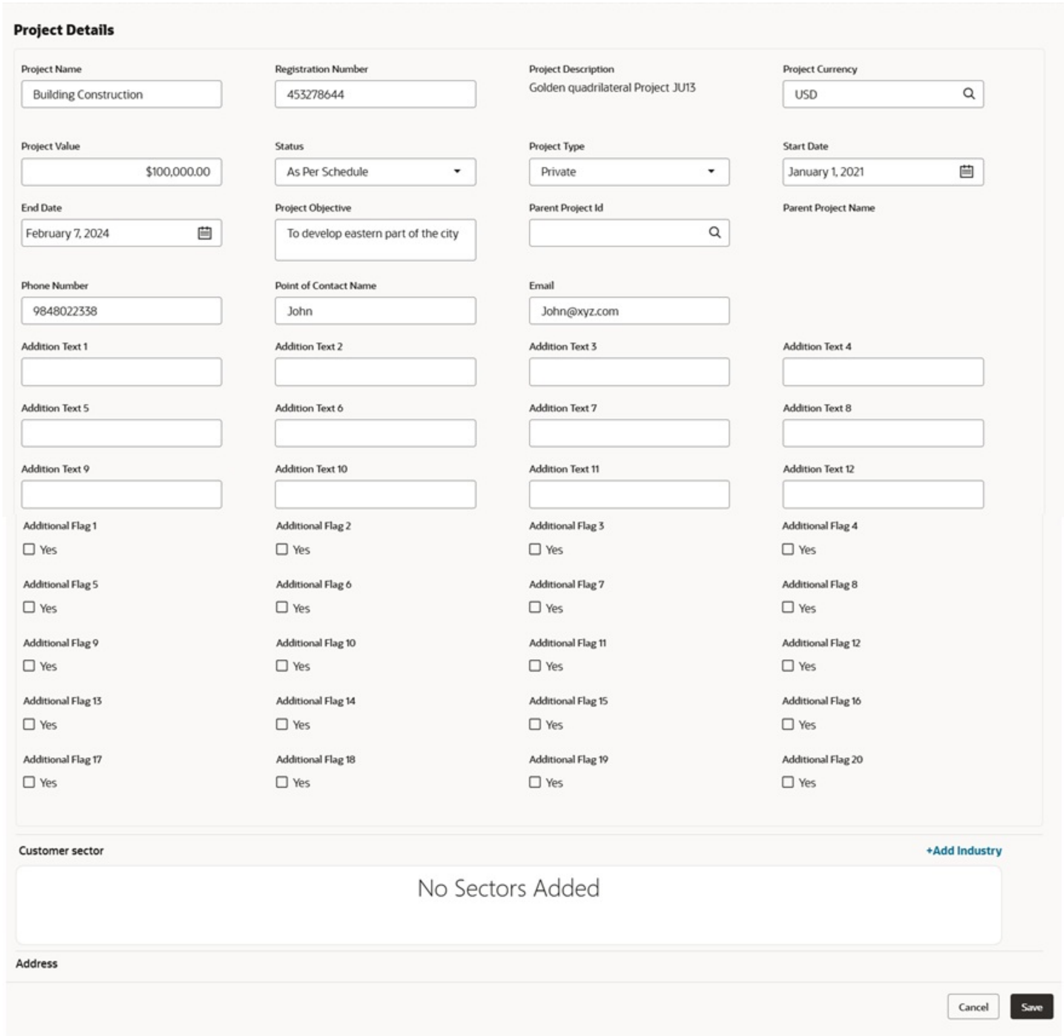
   - The system supports configuration of up to **20 fields each** for the following data types:
     - Text
     - Numeric
     - Boolean
     - Date

     Each field type allows a minimum of 0 and a maximum of 20 fields per project instance, based on the requirements.
   - These fields displays in the **Project Details** screen only if they are configured. If no additional fields are defined, the screen will display only the standard project attributes.

   For example, we maintained 20 additional fields each for text, numeric, boolean, and date.

   The **Project Details** screen is displayed.

Figure 3-4   Project Details



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

In the **Project Details** window, 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
- And all configured additional place holder fields

2. Type the **Project Objective**.

   The maximum character limit for the project objective is 450.
3. Type the **Point of Contact Name** for the project.

   The maximum character limit for the point of contact name is 35.
4. Specify the **Phone Number** of the point of contact person.
5. Type the **Email** address of the point of contact person.

- Customer Sector
  Procedure to add customer sector details.
- Address
  This topic provides systematic instructions about the procedure to add customer's project address details.

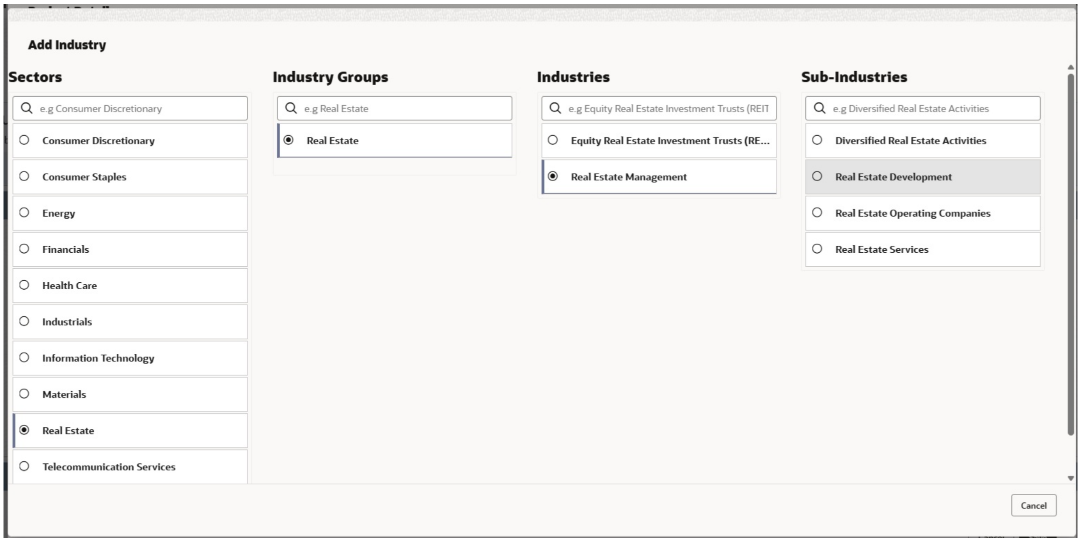
3.1.1.1 Customer Sector

Procedure to add customer sector details.

1. To add the project's industry details, click **+Add Industry**.

   The **Add Industry** screen is displayed.

Figure 3-5 Add Industry



2. Select the project Sector.

   Industry Groups list is displayed.

3. Select the project Industry Group.

   Industries list is displayed.

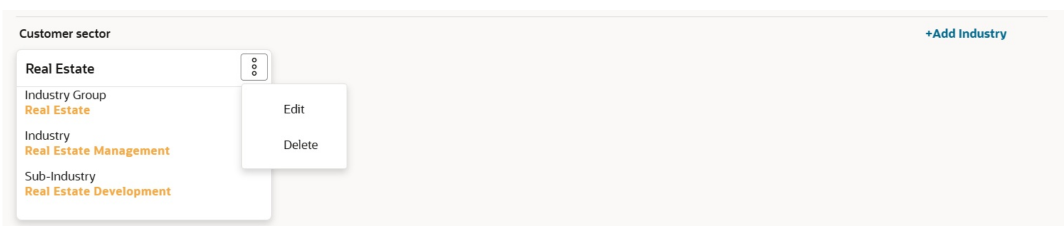
4. Select the project Industry.

   Sub-Industries list is displayed.

5. Select the project Sub-Industry.

   Industry details are added and displayed in the **Customer Sector** section as shown below.

Figure 3-6 Customer Sector



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

3.1.1.2 Address

This topic provides systematic instructions about the procedure to add customer's project address details.

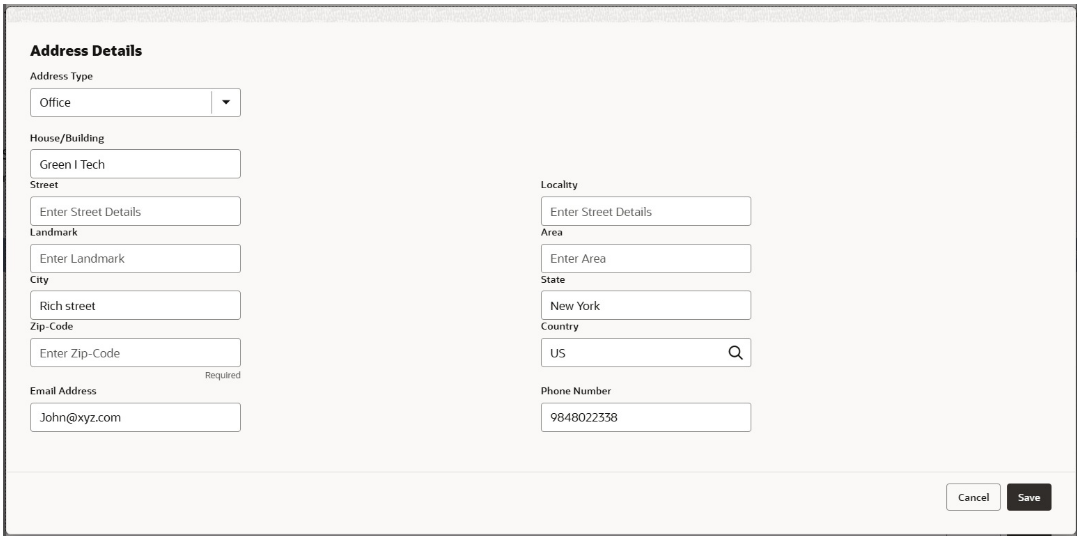
In the **Address Details** window, you can add the following types of address for the project:

- Office
- Residence
- Correspondence

1. Click the Add icon

   The **Address Details** screen is displayed.

Figure 3-7 Address Details



For information on fields in the **Address Details** window, refer the below table.

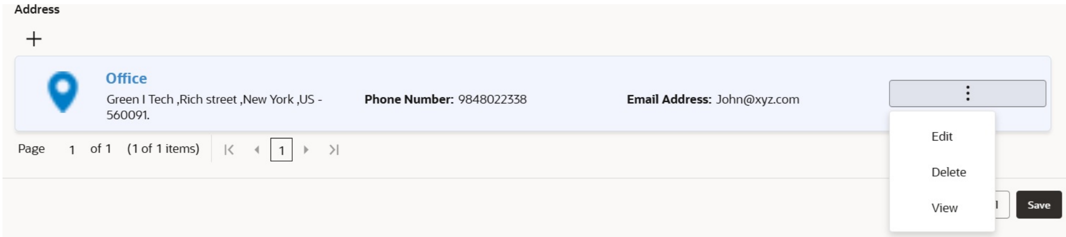
Table 3-3 Address Details - Field Description

Field	Description
Address Type	Select the required **Address Type**.
Point of Contact	Type the name of **Point of Contact** person for the selected address.
House/Building name	Specify the **House/Building name**.
Street name	Specify the name of street where the building is located.
Locality	specify the **Locality** of the address.
Landmark	Specify the **Landmark** for the address.
Area	Specify the **Area** where the address is located.
City	Specify the City where the Area is located.
State	Specify the **State** where the **City** is located.
Zip-Code	Specify the **Zip-Code** of mentioned Area.
Country	Specify the **Country** where the **State** is located.
Email Address	Specify the **Email Address** of the point of contact person.
Phone Number	Specify the **Phone Number** of the point of contact person.

2. After providing all the details in the **Address Details** window, click **Save**.

   The address details are added and displayed as shown below.

Figure 3-8 Project Details - Address



3. To **Edit**, **Delete**, and **View** the address, select the corresponding record and click the required option.
4. To save the project details, click **Save** in the **Project Details** window.

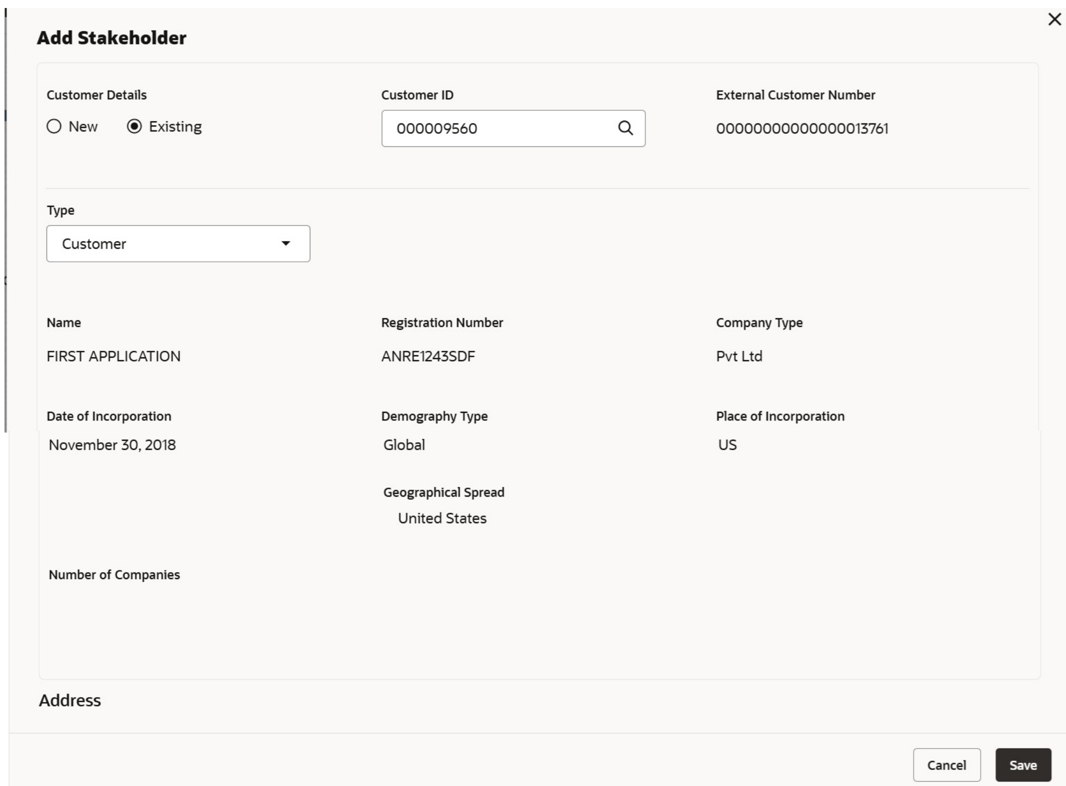
3.1.2 Adding Stakeholder information

This topic provides systematic instrcutions about the procedure to add project stakeholder information.

1. Click **Add Stakeholder** in the **Project Stakeholder** widget.

   The **Add Stakeholder** screen is displayed.

Figure 3-9 Add Stakeholder



2. Specify all the details in the **Add Stakeholder** window based on description in the below table.

Table 3-4 Add Stakeholder - Field Description

Field	Description
Customer Details	If the stakeholder is not your bank's customer, select **Customer Details** as **New**. If the stakeholder is already a customer in your bank, select **Customer Details** as **Existing**. The **Customer ID** field is displayed.
Customer ID	Search and select the required **Customer ID**.
Type	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**.
Name	Type the **Name** of the stakeholder.
Registration Number	Specify the stakeholder's **Registration Number**.
Company Type	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**
Date of Incorporation	Click the Calendar icon and search the **Date of Incorporation**.
Demography Type	Select the stakeholder's **Demography Type** from the drop down list. The options available are: • **Domestic** • **Global**
Geographical Spread	If the **Demography Type** is selected as **Global**, the **Geographical Spread** field is displayed. Click and select the countries in which the stakeholder is operating.
Place of Incorporation	Search and select the stakeholder's **Place of Incorporation**.
No of Companies	Specify the **No of Companies** associated with the stakeholder.

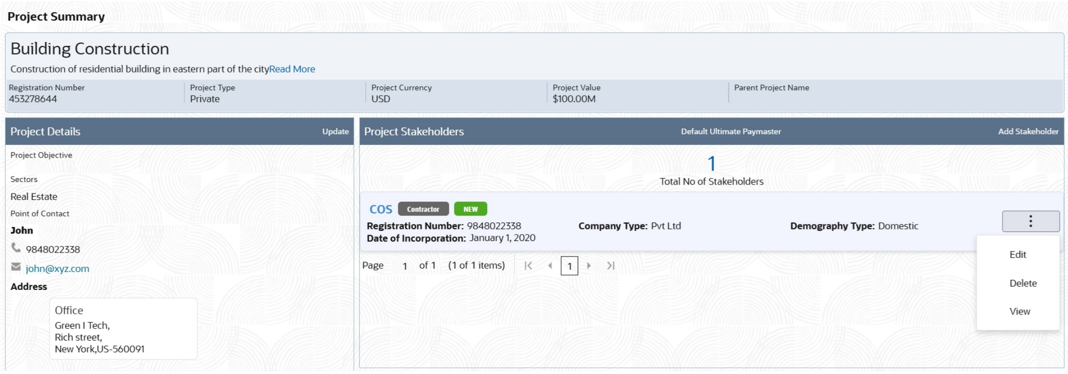
Address

For information on adding stakeholder's address, refer Address topic in Enrichment chapter.

3. To save the stakeholder information, click **Save** in the **Add Stakeholder** window.

   Stakeholder details are listed in the **Project Summary** screen as shown below.

Figure 3-10 Project Summary - Project Stakeholders



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

> **Note**
>
> 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.

3.1.3 Adding Project Milestone

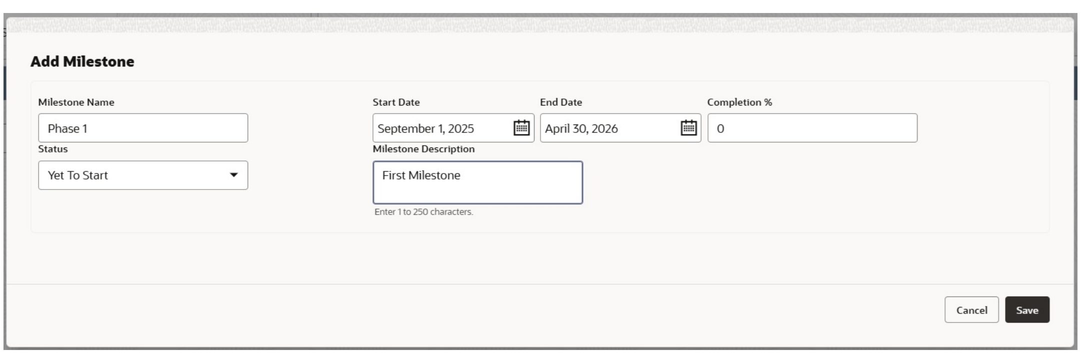
This topic provides systematic instructions about the procedure to add project milestone details.

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 **Timelines** widget.

1. Click **Add Milestone** in the **Timelines** widget.

   The **Add Milestone** screen is displayed.

Figure 3-11 Add Milestone



2. Specify the milestone details in the **Add Milestone** window based on description in the below table.

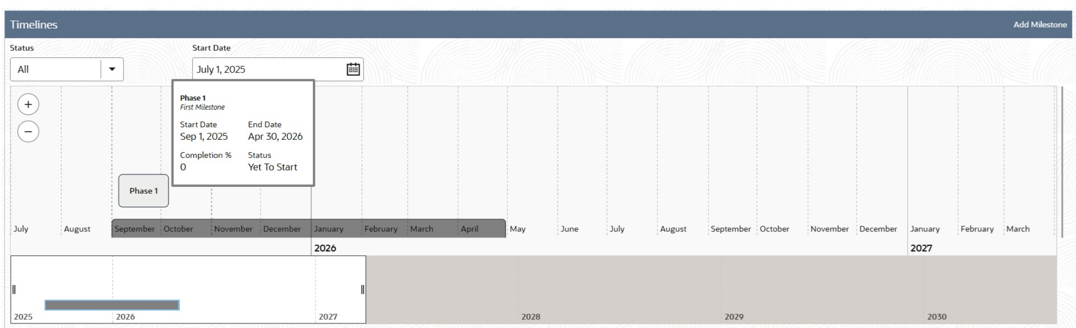
Table 3-5 Add Milestone - Field Description

Field	Description
Milestone Name	Specify the **Milestone Name**.
Start Date	Click the calendar icon and select the **Start Date** for the milestone. **Start Date** can be past or future date.
End Date	Click the calendar icon and select the **End Date** for the milestone. **End Date** can be past or future date.
Completion %	Specify the **Completion %** for the milestone.
Status	Select the project milestone **Status** from the drop down list. **Note**: If future date is selected as **Start Date** and **End Date**, the **Completion %** must be 0 and the **Status** must be Yet To Start.
Milestone Description	Specify the description about the milestone.

3. Click **Save**.

   Milestone details are added in the **Timelines** widget as shown below.

Figure 3-12 Timelines



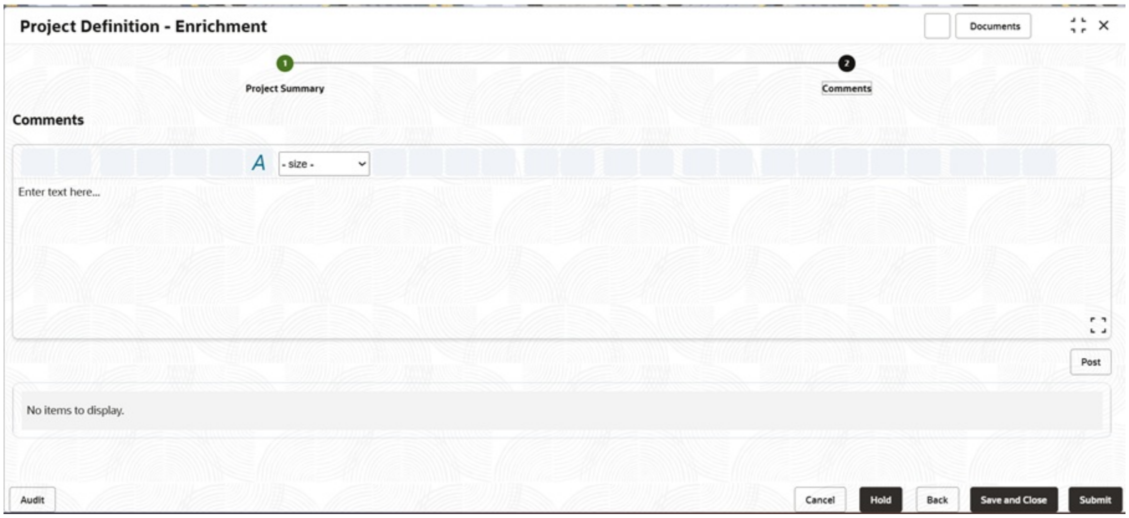
4. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.
5. To go to the **Comments** screen, click **Next**.

3.2 Comments

This topic provides systematic instructions about the Comments data segment in the Project Definition Enrichment stage.

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

Figure 3-13 Enrichment - Comments

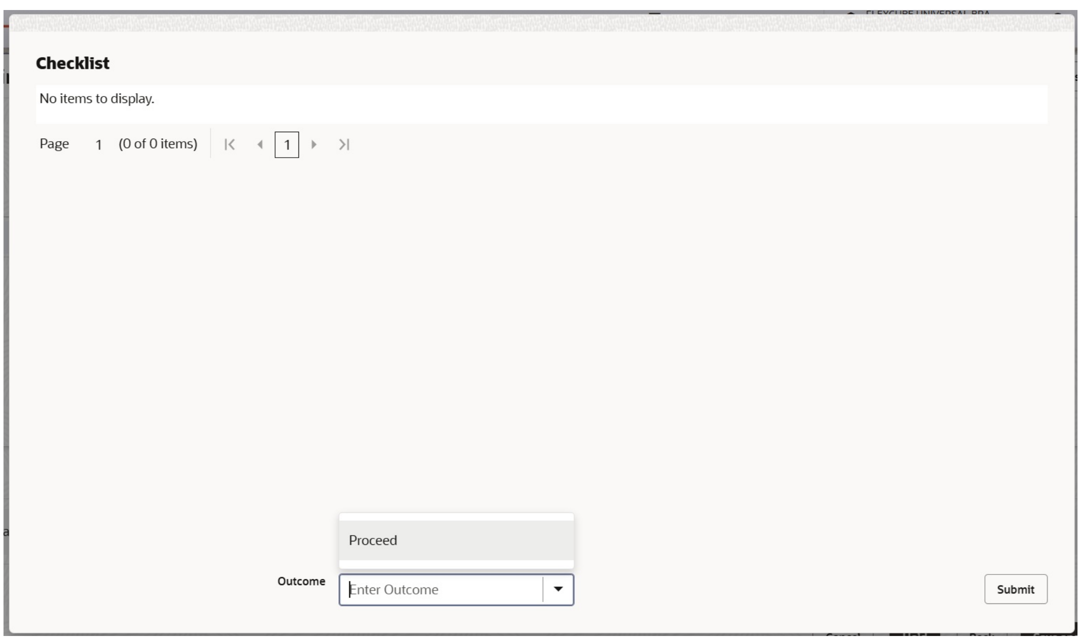


1. Type the necessary **Comments**.
2. Click **Post**.

   Comments are posted below the **Comments** text box.
3. To submit the Enrichment task to the Approval stage, click **Submit**.

   The **Checklist** screen is displayed.

Figure 3-14 Checklist



4. Select the **Outcome** as **Proceed**.
5. Click **Submit**.

   The task is moved to the Approval stage.

4 Project Definition Approval

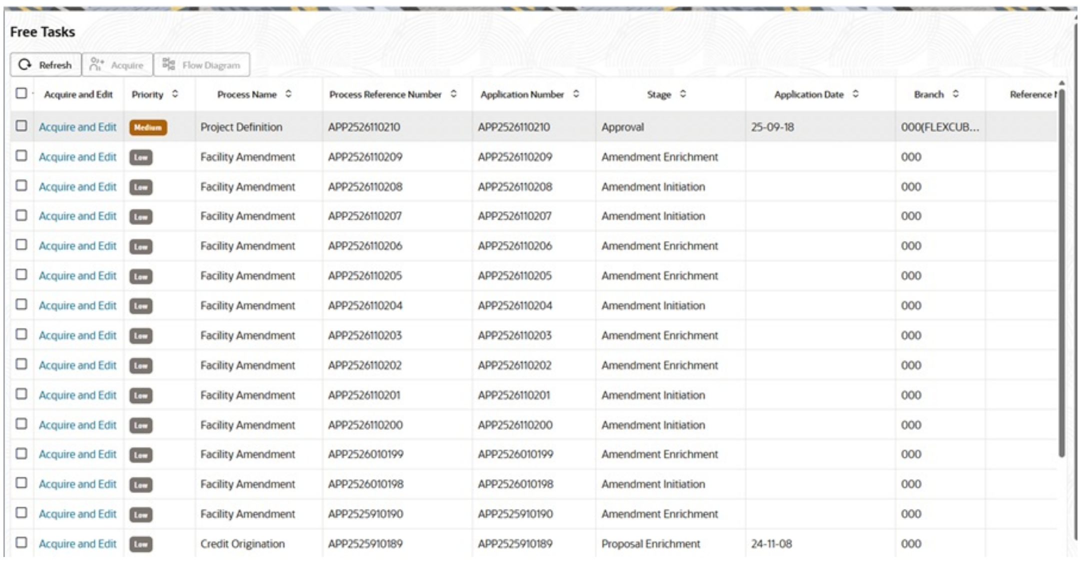
This topic provides systematic instructions aboutt the Project Definition Approval stage in Project Management Process.

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

1. On **Home** screen, select **Tasks**.Under Tasks, select **Free Tasks**.

   The **Free Tasks** screen is displayed.

Figure 4-1 Free Tasks



2. **Acquire & Edit** the required Approval task.

   The **Approval - Project Summary** screen is displayed.

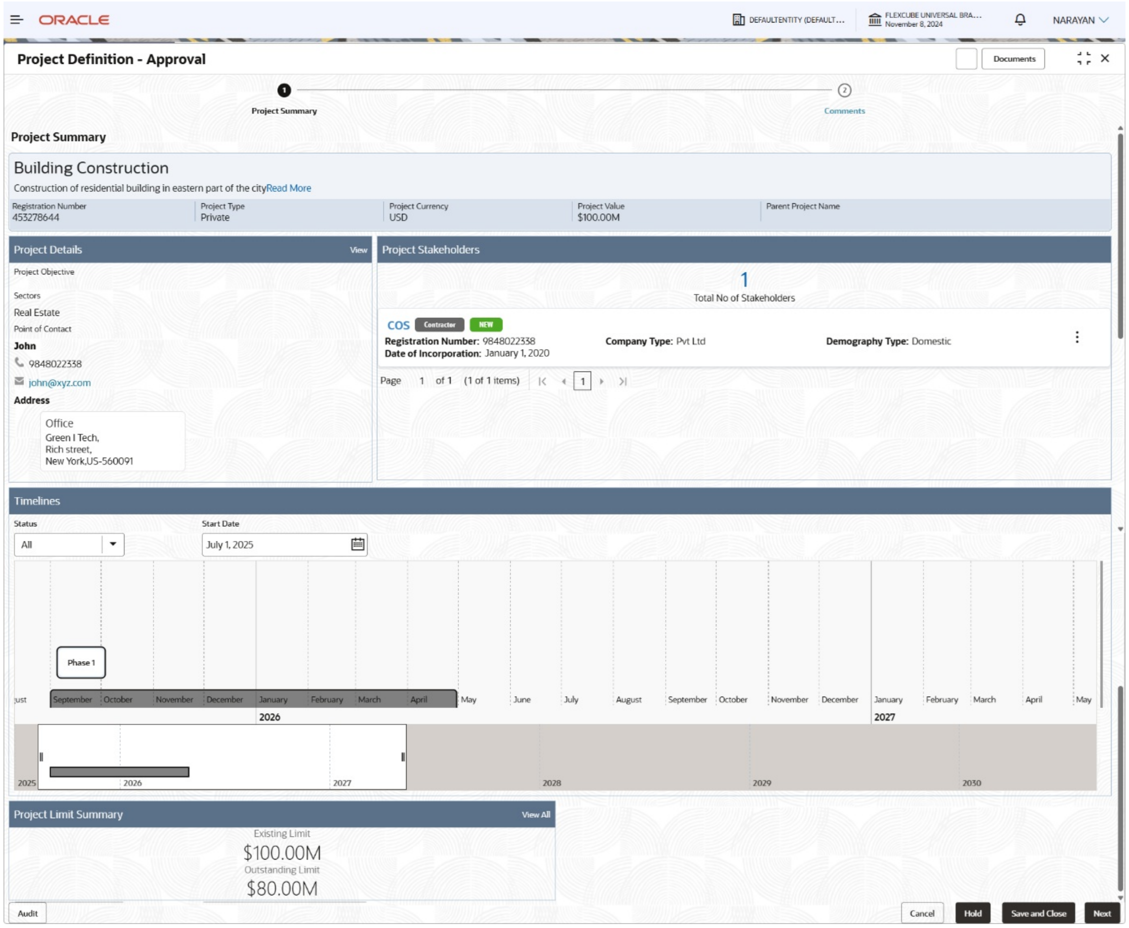
- Project Summary
  This topic provides systematic instructions about the Project Summary data segment in the Project Definition Approval stage.
- Comments
  This topic provides systematic instrcutions about the Comments data segment in the Project Definition Approval stage.

4.1 Project Summary

This topic provides systematic instructions about the Project Summary data segment in the Project Definition Approval stage.

The Project Summary data segment displays all the project related information added in the Enrichment stage.

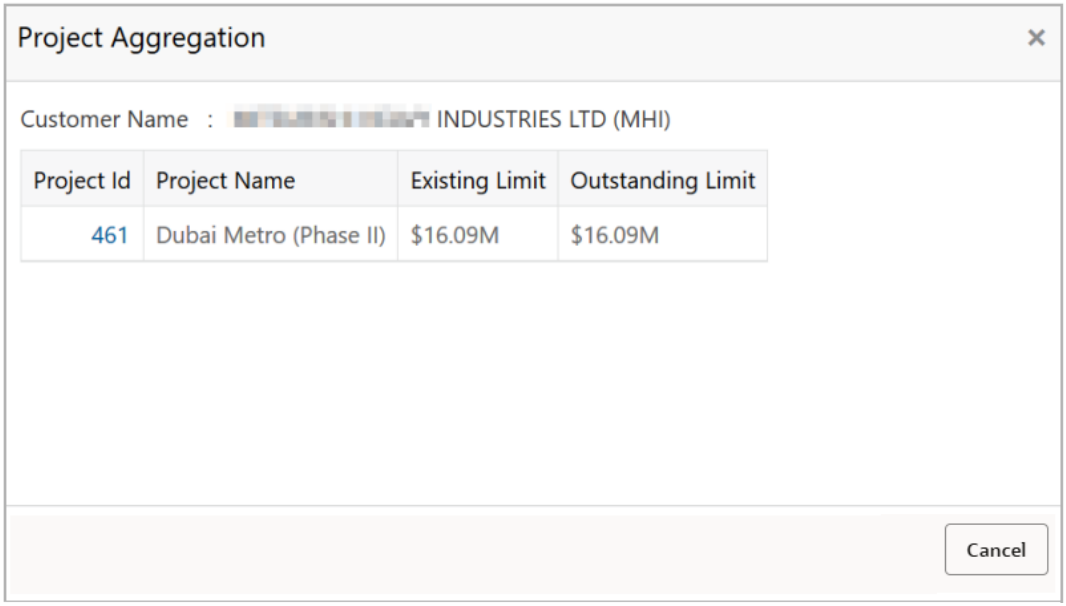
Figure 4-2 Approval -Project Summary



1. To view full Project Description and Project Objective, click **Read More** in **Project Summary** and **Project Details** widgets.
2. To view the stakeholder details, click the Action icon in corresponding record in the **Project Stakeholders** widget and select **View**.
3. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.
4. To view the Project Aggregation, click **View All** in the **Project Summary** tile.

   The following window is displayed.

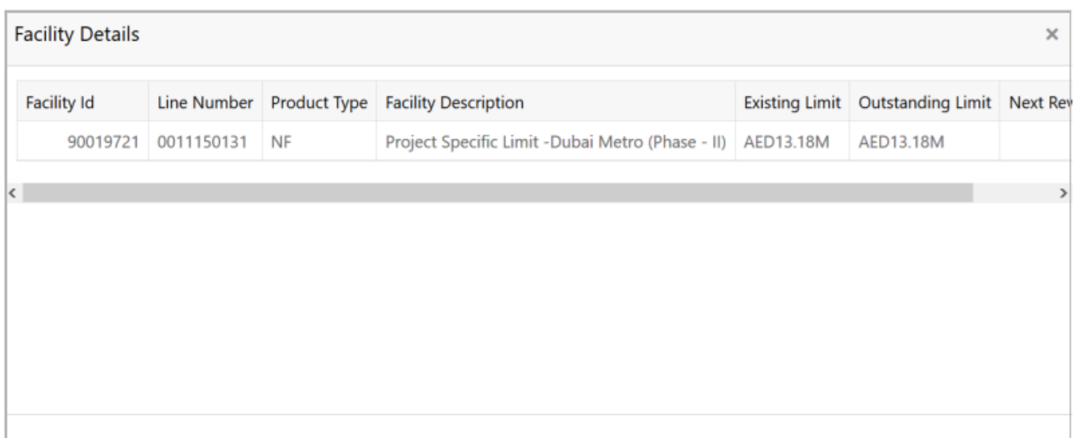
Figure 4-3 Project Aggregation



5. To view the facility details, click on the **Project Id**.

   The Facility Details screen is displayed.

Figure 4-4 Facility Details



6. After viewing the Project Summary, click **Next**.

   The **Comments** screen is displayed.

4.2 Comments

This topic provides systematic instrcutions about the Comments data segment in the Project Definition Approval stage.

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

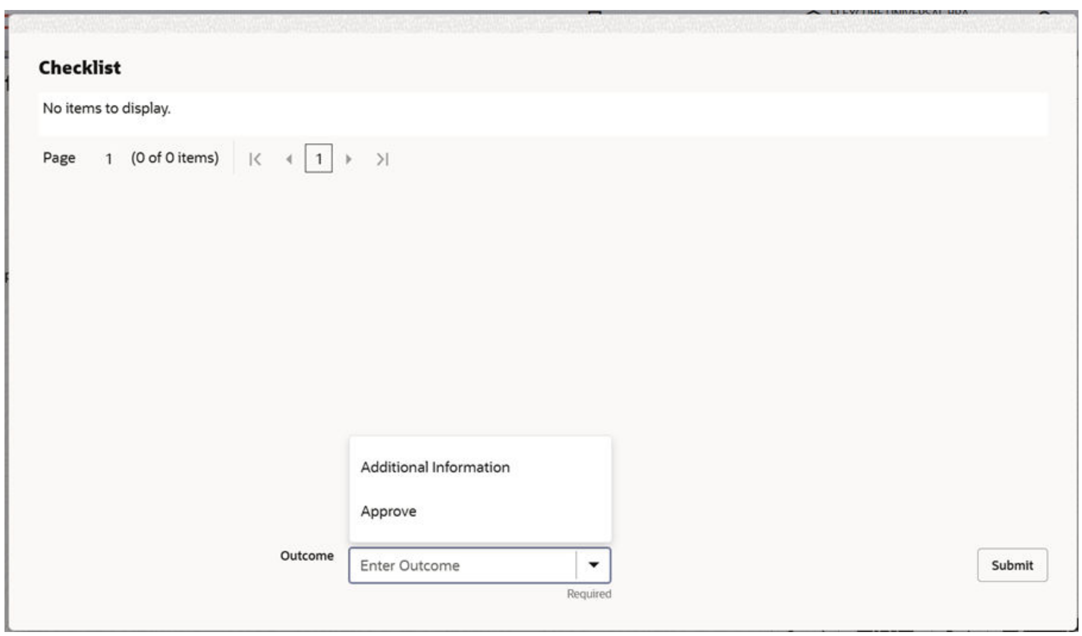
Figure 4-5 Approval - Comments

1. Type the necessary **Comments**.
2. Click **Post**.

   Comments are posted below the **Comments** text box.
3. To submit the Approval task, click **Submit**.

   The **Checklist** window is displayed.

   Figure 4-6 Checklist

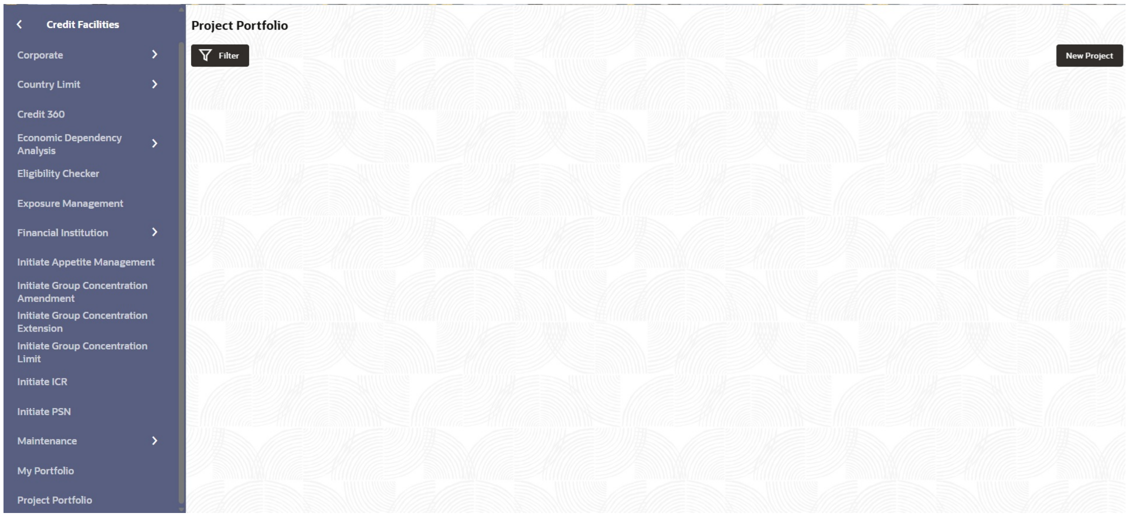
   

4. Select the required **Outcome**.

   The options available are **Proceed** and **Additional Info**.
5. Click **Submit**.

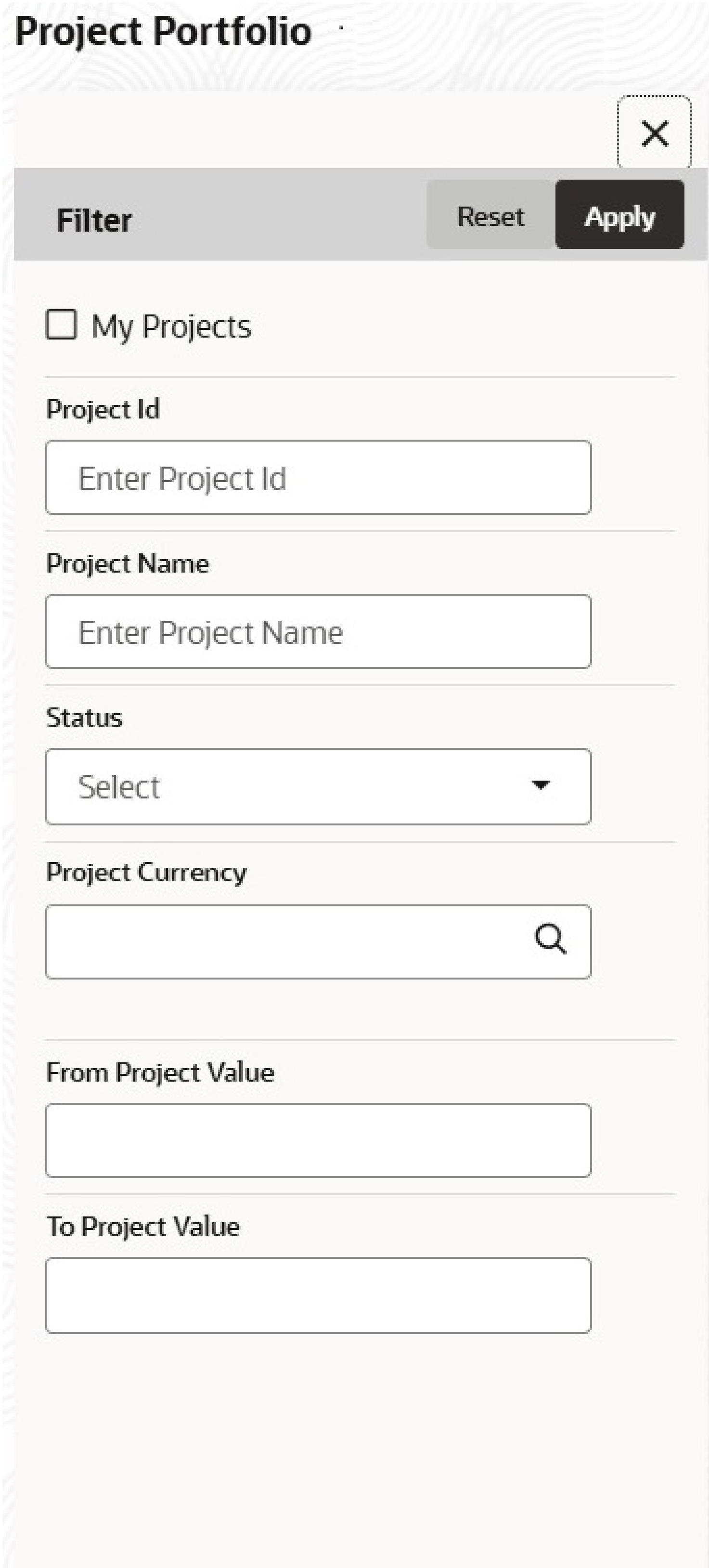
If the **Outcome** is selected as **Proceed**, the Project Management process is completed and the project details are listed in **Project Portfolio** screen as shown below.

Figure 4-7 Project Portfolio



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

Figure 4-8 Filter - Project Portfolio

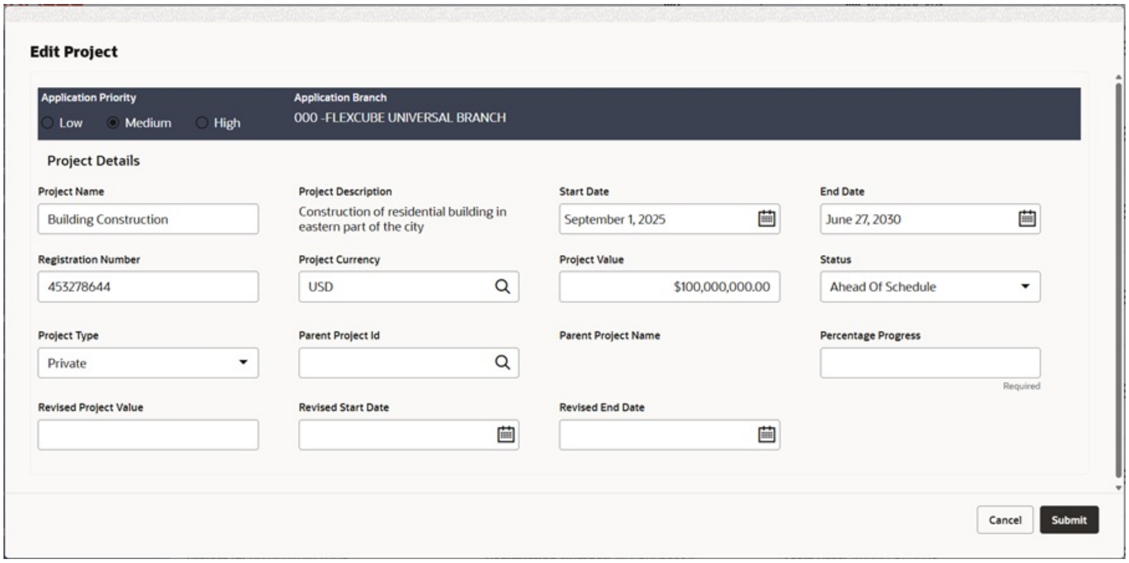


7. Specify the filter parameters and click **Apply**.

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

Upon clicking **Edit** in the **Project Portfolio** screen. The **Edit Project** screen is displayed.

Figure 4-9 Edit Project



9. Modify the project details, if required.
10. Click **Submit**.

    The **Enrichment - Project Summary** screen is displayed.
    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.

5

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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Glossary

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