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|  | Bristol County Savings Bank Commitment. Stability. Community. Business Intelligence & Data Analytics Rapid Application Development (RAD) Use Cases |

**Project Title: Resolution Committee Automation – Delinquency**

**Executive Sponsor: Michael Coppolino**

**Project Manager: William Muto**

**Business Line Owner: Paul Kocak**

**Business Initiative Lead: Chad Doorley**

**Executive Summary & Scope**

The Delinquency report is a package generated monthly for the Resolution Committee (RC). It breaks out and summarizes past due loans across the Commercial and Consumer loan departments. There are several packages in the Resolution Committee, and they were previously prepared manually by the Loan Review & Collections team. This report is a subset of an overall initiative to automate parts of this package to increase internal efficiency and reduce the error rate. This ties to the strategic goal of decreasing operating costs & creating clear, auditable processes.

The Delinquency report breaks out all past due loans by category. The data is retrieved at month end from the COCC Database and is transformed programmatically to produce the full report. The output is written to Excel. The Loan Review team is responsible for validating the outputs and attaching the Delinquency report to the RC package.

**Benefits and Potential Gain(s)**

Through the automation of this report, the Bank will experience:

* Lower error rates
* Decreased operating costs
* Less time spent compiling the report
* Improved auditability and transparency into where the data comes from, how it is transformed (filters, calculations, adjustments)

**Deliverable(s)**

*Describe how the output will be presented and at what frequency.*

The output of the report is an excel file that is produced monthly. It will be sent to the Loan Review shared mailbox as well as saved to the network drive.

*The workflow, output, and associated documentation can be found at:*

[Delinquency](file:///\\00-da1\Home\Share\Data%20&%20Analytics%20Initiatives\Project%20Management\Chad%20Projects\Resolution%20Committee%20Automation\Delinquency)

**Technical Documentation:**

[Technical Documentation](file:///\\00-da1\Home\Share\Data%20&%20Analytics%20Initiatives\Project%20Management\Chad%20Projects\Resolution%20Committee%20Automation\Delinquency\Documentation\Technical%20Documentation)