

MR. WILLIAM B. DAYRIT

City Accountant Makati City Government J.P. Rizal St. Brgy. Poblacion Makati City, 1210

PROJECT

ERP – ENTERPRISE RESOURCE PLANNING SYSTEM DEVELOPMENT

PROJECT - PHASE 1

SUBJECT

REQUEST FOR TIME EXTENSION

Dear Mr. Dayrit,

I hope this letter finds you well. I am writing to formally request a 120-day extension on the deadline for the delivery of the Accounting Information System for the City Government of Makati, as outlined in our initial agreement. I regret any inconvenience this may cause, but I believe this extension is necessary to ensure the successful completion and implementation of the system. Please see our attached Project Timeline Estimates, as of June 15, 2023, for our basis on the requested 120-day extension, summarized below:

Done and Accepted by Client

1. CHART OF ACCOUNTS MODULE

Ongoing Development (each module may be in different phases of development, please see our attached Project Timeline Estimates, as of June 15, 2023, for the complete details)

- 1. DOCUMENT MANAGEMENT MODULE
- 2. BUDGET MANAGEMENT MODULE
- 3. PAYROLL AND REMITTANCES MANAGEMENT MODULE
- 4. PROCESSING OF CLAIMS AND INTERNAL CONTROL MANAGEMENT MODULE

Not Started - Needs Information From Client

- BOOKKEEPING MODULE
- 2. SUPPLY AND PROPERTY MANAGEMENT MODULE
- 3. FINANCIAL REPORTING MANAGEMENT MODULE
- 4. BARANGAY ACCOUNT MANAGEMENT MODULE

We have encountered unforeseen challenges during the development process, which have significantly impacted our ability to meet the original deadline. The primary factors contributing to the delay are as follows:

Complexity of the system that was not properly studied prior to the start of the project:
 Upon embarking on the development of the Accounting Information System, we discovered that
 the system's complexity surpassed our initial estimations. Despite our best efforts, we
 encountered several intricacies that required more time and resources than anticipated. We
 acknowledge that our team should have conducted a more thorough analysis before initiating
 the project, and we apologize for any oversights in this regard.







2. Delays in development due to changes in the process during the development phase: Throughout the development phase, there were frequent changes in the process and requirements from the City Government of Makati. While we strived to adapt promptly, these modifications introduced additional complexities and necessitated adjustments in our development approach. As a result, we faced delays in implementing the necessary changes, further impeding our progress toward completion.

To prevent similar issues from arising, should our request for extension be approved, our management will be implementing the following changes to our process:

- 1. Prompt communication with you and your Division Heads on any process that is challenging to understand to minimize errors or revisions during the presentation of the finished module.
- Proper documentation of the whole process of each module, including presentation and clientacknowledgment on mockups and system flow, and ensuring that any change to the accepted process will be properly discussed and documented, including its effect on our established timeline.
- Our management will also be deploying additional manpower to the team working on the Accounting Information System. The added manpower will significantly improve our productivity rate during the proposed extension period.

We understand the importance of delivering the Accounting Information System to the City Government of Makati in a timely manner, and we assure you that we are committed to fulfilling our obligations. With the requested extension, we will be able to thoroughly address the complexities of the system, conduct comprehensive testing, and ensure the system meets the specific requirements and expectations of the City Government.

We sincerely apologize for any inconvenience or disruption this delay may cause to your operations. It is our utmost priority to deliver a robust and reliable system that will significantly enhance the efficiency and effectiveness of the accounting processes within the City Government. We remain dedicated to achieving this objective and will exert every effort to expedite the completion of the project within the extended timeline.

Thank you for your understanding and patience in this matter. We value our partnership with the City Government of Makati and look forward to continuing our collaboration toward a successful implementation of the Accounting Information System. Should you have any questions or require further clarification, please do not hesitate to contact us directly.

Yours sincerely,

Hannah Jane C. Dabela Authorized Representative Simplevia Technologies Inc.



, 2023
15,
as of June
of
as
Estimates,
Timeline
Project

TASK	TASK	REQUIREMENT GATHERING*		UI/UX DESIGN.		FRONT END and BACK END	CK END	UAT + ADJUSTMENTS	NTS	TOTAL DAYS
0	тте	Status	Days Needed	Status	Days Needed	Status	Days Needed	Status	Days Needed	Dev+UAT Only
	DOCUMENT MANAGEMENT MODULE			For checking		In Progress				0.00
	Incoming					In Progress	5.00		2.00	7.00
1.1.1	Budgetary Obligation Transactions			Bane		in Progress			3.00	3.00
1.1.2	Contracts and PO					In Progress			2.00	2.00
1.1.3	Pre-Audit Transactions					In Progress			2.00	2.00
1.1.4	Payment Transactions					In Progress			2.00	2.00
1.1.5	Check Transactions					In Progress			2.00	2.00
1.1.6	Communications					Done		In Progress	2.00	2.00
1.1.7	Payrolls and Appointment	Damid				In Progress		Not Started	3.00	3.00
1.1.8	Collection and Deposits					In Progress			2.00	2.00
1.1.9	Others					In Progress			2.00	2.00
	Outgoing					In Progress	16.00			16.00
1.2.1	Budgetary Obligation Transactions	Darte		Danii		In Progress		Not Started		0.00
1.2.2	Contracts and PO					In Progress				0.00
1.2.3	Pre-Audit Transactions					In Progress				0.00
1.2.4	Payment Transactions					In Progress				00:00
1.2.5	Check Transactions					In Progress				00:00
1.2.6	Communications									00.00
1.2.7	Payrolls and Appointment					In Progress				00:00
1.2.8	Collection and Deposits					In Progress				00.00
1.2.9	Others					In Progress				00.0
	Payee Enrollment					In Progress	2.00			2.00
	Reports			For checking	5.00		2.50		2.00	4.50
	BUDGET MANAGEMENT MODULE					in Progress			3.00	3.00
	Executive Budget					In Progress	5.00			5.00
	Appropriation					In Progress				00.00
2.1.2	Allotment					In Progress				00.00
2.1.3	Obligations	Dane				In Progress				00.00
2.1.4	Reports					In Progress				00:00
	Trust Funds					In Progress	5.00			5.00
2.1.1	Trust Receipts					In Progress				00:00
2.1.2	Obligations					In Progress				0.00

Project Timeline Estimates, as of June 15, 2023

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Project Timeline Estimates, as of June 15, 2023

TASK	TASK	REQUIREMENT GATHERING*	ATHERING.	UI/UX DESIGN*	THE PARTY OF THE P	FRONT END and BACK END	CK END	UAT + ADJUSTMENTS	NTS	TOTAL DAYS
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8.3.5	Expenses	рин				Dane	2			00:00
	BOOKKEEPING MODULE	In Progress		In Progress			14.00			14.00
9.1	Check Transactions	In Progress			5.00					00:00
9.5	Reports on Collection and Deposit	In Progress		For checking	5.00					00.00
10	ADMIN SETTING MANAGEMENT	In Progress			5.00		9:00			5.00
11	DASHBOARD		3.00		1.00		3.00		1.00	4.00
12	BULLETIN				1.00		3.00			3.00
			12.00		52.00		131.50		36.00	
									TOTAL	167.50
		*not counted - si	*not counted - simultaneous with d	development						working days

*not counted - simultaneous with development

NOTES

- 1. This timeline estimate is based on our current manpower (3 front end developers, 1 backend developer, 3 UX designers, 1 business analyst and 1 quality assurance specialist). Once our management adds new manpower, there should be a significant reduction to this estimated timeline. Upon deployment of the additional manpower, we have confidence that we can finish the remaining modules within the proposed 120-day extension.
- 2. The total number of days reflected in this estimate are only from the front end and back end development, and UAT. Since the requirement gathering and UX designing normally overlaps with these phases, they are not added to the total timeline estimate.
- 3. The total number of days reflected in this estimate are working days, and not calendar days.