

June 16, 2023

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

1. 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:

1. **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.
2. Proper documentation of the whole process of each module, including presentation and client-acknowledgment 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.
3. 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.



Project Timeline Estimates, as of June 15, 2023

TASK ID	TASK TITLE	REQUIREMENT GATHERING*		UI/UX DESIGN*		FRONT END and BACK END		UAT + ADJUSTMENTS		TOTAL DAYS Dev+UAT Only
		Status	Days Needed	Status	Days Needed	Status	Days Needed	Status	Days Needed	
1	DOCUMENT MANAGEMENT MODULE	Done		For checking		In Progress		Not Started		0.00
1.1	Incoming	Done		Done		In Progress	5.00	Not Started	2.00	7.00
1.1.1	Budgetary Obligation Transactions	Done		Done		In Progress		Not Started	3.00	3.00
1.1.2	Contracts and PO	Done		Done		In Progress		Not Started	2.00	2.00
1.1.3	Pre-Audit Transactions	Done		Done		In Progress		Not Started	2.00	2.00
1.1.4	Payment Transactions	Done		Done		In Progress		Not Started	2.00	2.00
1.1.5	Check Transactions	Done		Done		In Progress		Not Started	2.00	2.00
1.1.6	Communications	Done		Done		Done		In Progress	2.00	2.00
1.1.7	Payrolls and Appointment	Done		Done		In Progress		Not Started	3.00	3.00
1.1.8	Collection and Deposits	Done		Done		In Progress		Not Started	2.00	2.00
1.1.9	Others	Done		Done		In Progress		Not Started	2.00	2.00
1.2	Outgoing	Done		For checking		In Progress	16.00	Not Started		16.00
1.2.1	Budgetary Obligation Transactions	Done		Done		In Progress		Not Started		0.00
1.2.2	Contracts and PO	Done		Done		In Progress		Not Started		0.00
1.2.3	Pre-Audit Transactions	Done		Done		In Progress		Not Started		0.00
1.2.4	Payment Transactions	Done		Done		In Progress		Not Started		0.00
1.2.5	Check Transactions	Done		Done		In Progress		Not Started		0.00
1.2.6	Communications	Done		Done		Done		Not Started		0.00
1.2.7	Payrolls and Appointment	Done		Done		In Progress		Not Started		0.00
1.2.8	Collection and Deposits	Done		Done		In Progress		Not Started		0.00
1.2.9	Others	Done		Done		In Progress		Not Started		0.00
1.3	Payee Enrollment	Done		Done		In Progress	2.00	Not Started		2.00
1.4	Reports	Done		For checking	5.00	Not Started	2.50	Not Started	2.00	4.50
2	BUDGET MANAGEMENT MODULE	Done		Done		In Progress		Not Started	3.00	3.00
2.1	Executive Budget	Done		Done		In Progress	5.00	Not Started		5.00
2.1.1	Appropriation	Done		Done		In Progress		Not Started		0.00
2.1.2	Allotment	Done		Done		In Progress		Not Started		0.00
2.1.3	Obligations	Done		Done		In Progress		Not Started		0.00
2.1.4	Reports	Done		Done		In Progress		Not Started		0.00
2.2	Trust Funds	Done		Done		In Progress	5.00	Not Started		5.00
2.1.1	Trust Receipts	Done		Done		In Progress		Not Started		0.00
2.1.2	Obligations	Done		Done		In Progress		Not Started		0.00

Project Timeline Estimates, as of June 15, 2023

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		Status	Days Needed	Status	Days Needed	Status	Days Needed	Status	Days Needed	
2.1.3	Reports	Done		Done		In Progress		Not Started		0.00
3	PAYROLL AND REMITTANCES MANAGEMENT	Done		In Progress	5.00	Not Started	22.00	Not Started	2.00	24.00
3.1	New Payrolls	Done		For checking		Done		Not Started		0.00
3.2	Processed Payrolls	Done		For checking		Done		Not Started		0.00
3.3	Remittances	Done		For checking		Done		Not Started		0.00
3.4	Reports	Done		In Progress	10.00	Not Started		Not Started		0.00
3.5	Employee Enrollment	Done		For checking		Done		Not Started		0.00
4	PROCESSING OF CLAIMS AND INTERNAL COI	Done		For checking		In Progress	7.00	Not Started		7.00
4.1	Contracts and PO	Done		For checking		In Progress		Not Started		0.00
4.2	Pre-Audit	Done		For checking		In Progress		Not Started		0.00
4.3	Payment Transactions	Done		For checking		In Progress		Not Started		0.00
5	SUPPLY AND PROPERTY MANAGEMENT MOD	Not Started	3.00	Not Started	5.00	Not Started	14.00	Not Started	2.00	16.00
6	FINANCIAL REPORTING MANAGEMENT MOD	Not Started	3.00	Not Started	5.00	Not Started	14.00	Not Started	2.00	16.00
7	BARANGAY ACCOUNT MANAGEMENT MODU	Not Started	3.00	Not Started	5.00	Not Started	14.00	Not Started	2.00	16.00
8	CHART OF ACCOUNTS	Done		Done		Done		Done		0.00
8.1	Previous	Done		Done		Done		Done		0.00
8.1.1	Assets	Done		Done		Done		Done		0.00
8.1.2	Liabilities	Done		Done		Done		Done		0.00
8.1.3	Equity	Done		Done		Done		Done		0.00
8.1.4	Income	Done		Done		Done		Done		0.00
8.1.5	Expenses	Done		Done		Done		Done		0.00
8.2	Current	Done		Done		Done		Done		0.00
8.2.1	Assets	Done		Done		Done		Done		0.00
8.2.2	Liabilities	Done		Done		Done		Done		0.00
8.2.3	Equity	Done		Done		Done		Done		0.00
8.2.4	Income	Done		Done		Done		Done		0.00
8.2.5	Expenses	Done		Done		Done		Done		0.00
8.3	New	Done		Done		Done		Done		0.00
8.3.1	Assets	Done		Done		Done		Done		0.00
8.3.2	Liabilities	Done		Done		Done		Done		0.00
8.3.3	Equity	Done		Done		Done		Done		0.00
8.3.4	Income	Done		Done		Done		Done		0.00

Project Timeline Estimates, as of June 15, 2023

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		Status	Days Needed	Status	Days Needed	Status	Days Needed	Status	Days Needed	
8.3.5	Expenses	Done		Done		Done		Done		0.00
9	BOOKKEEPING MODULE	In Progress		In Progress		Not Started	14.00	Not Started		14.00
9.1	Check Transactions	In Progress		Not Started	5.00	Not Started		Not Started		0.00
9.2	Reports on Collection and Deposit	In Progress		For checking	5.00	Not Started		Not Started		0.00
10	ADMIN SETTING MANAGEMENT	In Progress		Not Started	5.00	Not Started	5.00	Not Started		5.00
11	DASHBOARD	Not Started	3.00	Not Started	1.00	Not Started	3.00	Not Started	1.00	4.00
12	BULLETIN	Done		Not Started	1.00	Not Started	3.00	Not Started		3.00
			12.00		52.00		131.50		36.00	167.50
		TOTAL								167.50

*not counted - simultaneous with development

working days

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**.