March 29, 2023

Jonas Binongo
Head, IT Service Delivery
Goldilocks Bakeshop Inc.

Dear Sir,

As per our meeting I had a meeting with Ms. Irene Orlanda and we discussed the things we need to do. I am sending you the scope of our project for the Resumption of MRP Implementation.

Scope

- BOM Checking and Uploading
- Modules checking and users access checking (All modules in the system)
- Users Training (per section)

Timeline of activities

- This is just an estimate based from my discussion with Ms. Irene

April 7 to 11, 2023	Re-uploading of updated BOM from Ms. Irene
April 12 to 13, 2023	Testing of modules, access checking, process review (with Ms. Irene)
April 17 to 28, 2023	User's Hands on Training – to be scheduled per section
May 15 to 21, 2023	Parallel Run / debugging of system (if any errors occurred)
May 22, 2023	Go Live

- No activities for April 29, 2023 to May 14, 2023 to give way for the Mother's Day season.
- Scope of this project is for both CDO and Davao Plant

Here is my price for the project. This includes the technical assistance for the users and the knowledge transfer if you have anyone I can teach about the technical aspects of the system.

Cost: 30,000 Php

Very Truly Yours,

Maita E. Galang