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

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| 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