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| **Version Control** | | | |
| **Version** | **Date** | **Author** | **Change Description** |
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# Document purpose

Clearly describe what work to be done and which deliverables to be produced providing enough information for the supplier to create and price proposal adherent to the needs of the project.

### Scope of work

[Describe the work to be done in detail enough.]

### Project delivery schedule and acceptance criteria

[Identify deliverables required its acceptance criteria and when it should be delivered. Whenever possible draw payments and incentives with the acceptance criteria and the foresight to end.]

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| --- | --- | --- |
| Delivery | Acceptance criteria | Prediction of End |
|  |  |  |

### Applicable Standards

[Specify any industry standard or own standards to be followed which are relevant to the work to be performed.]

Market patterns or organization to be achieved are described below and their respective rules and procedures are set out in the annex.

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| **Default** | **ABNT/**  **Procedure of QMS** |
|  |  |

### Requirements and Indicators

[List the quality requirements used and how they will be satisfied.]

The requirements and the indicators to be achieved by the project are described below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | **Actions for achievement** | **Bookmark** | **Meta** | **Measuring technique** | **Frequency** | **Who Measures** | **Where Registers** |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

### Workplace

[Describe where the work will be performed.]

### Period of work

[Specify when the job should begin and end, hours of work, number of hours per week that can be billed and information about local working schedules.]

### Special Requirements

[Specifies any special requirements as a minimum degree of experience of the professionals, travel requirements, etc.]

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| --- | --- | --- |
| Approvals | | |
| Participant | Signature | Date |
| Project Sponsor |  |  |
| Project Manager |  |  |