Find below the proposed outline for the Statement of Work (SoW) document. The document may be written in Portuguese or English and simplifications/adaptations to the outline are allowed/recommended.

1. Introduction
   1. Purpose of the Document
   2. Target Audience
   3. Document Scope and Outline
2. Project Overview
   1. Description
   2. Goals
   3. Constraints
   4. Success Criteria
3. Project Organization
   1. Resources
   2. Roles and Responsibilities
   3. Main Deliverables
   4. Lifecycle
   5. High-level Plan and Milestones
   6. Meetings Organization
4. Responsibilities
   1. Team
   2. Client
   3. Contacts
5. Change Management
   1. Objective
   2. Types of Changes
   3. Roles
   4. Triggers
   5. Process Steps
   6. Exceptional Conditions
6. References