

E-commerce Platform Project Charter

1. Project Overview

[Provide a brief summary of the project, its purpose, and alignment with organizational goals]

2. Goals and Objectives

- [List key business and technical objectives]
- [Outline measurable outcomes]

3. Scope

- **In-Scope:** [Define in-scope features, functionalities, and deliverables]
- **Out-of-Scope:** [Specify exclusions]

4. Deliverables

- [List major project deliverables, e.g. website, mobile app]
- [Other documentation or assets]

5. Project Milestones & Timeline

1. [Initiation â€“ Date]
2. [Requirements Gathering â€“ Date]
3. [Design and Development â€“ Date]
4. [Testing â€“ Date]
5. [Deployment/Go-live â€“ Date]
6. [Project Close â€“ Date]

6. Stakeholders and Roles

- Project Sponsor: [Name]
- Project Manager: [Name]
- Development Team: [Names or roles]
- QA Team: [Names or roles]
- Other Stakeholders: [Names or teams]

7. Assumptions and Constraints

- [List major assumptions and known constraints affecting the project]

8. Risks and Mitigation

- [Identify high-level risks]
- [Briefly describe mitigation strategies]

9. Budget Estimate

[Provide an outline or summary of the estimated budget]

10. Approval

Project Sponsor: _____

Date: _____