

# IT Software Development Project Charter

Project Name:

*[Enter project name]*

Project Sponsor:

*[Enter sponsor name and contact]*

Project Manager:

*[Enter manager name and contact]*

Date:

*[Enter date]*

## 1. Project Purpose and Justification

*[Describe the business need, goals, and objectives]*

## 2. Project Description / Scope

*[Summarize the scope, main deliverables, boundaries, and exclusions]*

## 3. High-Level Requirements

- *[Requirement 1]*
- *[Requirement 2]*
- *[Requirement 3]*

## 4. Major Milestones

- *[Milestone 1: Description & Date]*
- *[Milestone 2: Description & Date]*

## 5. Budget Summary

*[Estimated budget and major expense categories]*

## 6. Roles and Responsibilities

- *[Role: Responsibility]*
- *[Role: Responsibility]*

## 7. Risks and Assumptions

- *[Risk 1]*
- *[Assumption 1]*

## 8. Approval

- *[Name, Title, Date]*

- *[Name, Title, Date]*