

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]*