SaaS Application Project Charter

Project Name:

_____

Date:

_____

Project Owner:

_____

Project Manager:

_____

1. Project Purpose & Justification

Provide a brief overview of why the SaaS application is being developed and what business need or problem it addresses.

2. Project Description

Describe the SaaS application, its key functionalities, users, and value proposition.

3. Project Objectives

- *Objective 1*
- *Objective 2*
- *Objective 3*

4. Scope

In Scope

- *Item/Feature 1*
- *Item/Feature 2*

Out of Scope

- *Item/Feature 1*
- *Item/Feature 2*

5. Key Stakeholders

- *Stakeholder Group 1*
- *Stakeholder Group 2*
- *Stakeholder Group 3*

6. Major Deliverables

- *Deliverable 1*
- *Deliverable 2*

7. Timeline & Milestones

1. *Milestone 1 â€" Date*
2. *Milestone 2 â€" Date*

8. Budget Overview

Summary of estimated budget (ranges/categories).

9. Risks & Assumptions

- *Risk/Assumption 1*
- *Risk/Assumption 2*

10. Approval

Name & Signature:

_____

Date:

_____