Project Charter Template

Software Development

Project Name	[Enter Project Name]
Project Sponsor	[Enter Sponsor Name]
Project Manager	[Enter Project Manager]
Date Created	[Enter Date]
Version	[Enter Version]

1. Project Purpose & Justification

[Briefly describe why this project is being undertaken, business needs, and expected benefits]

2. Project Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Scope

In Scope: [Describe what is included in the project]

Out of Scope: [Describe what is not included]

4. Key Stakeholders

Name	Role	Responsibilities
[Stakeholder 1]	[Role]	[Responsibilities]
[Stakeholder 2]	[Role]	[Responsibilities]

5. Major Deliverables

- [Deliverable 1]
- [Deliverable 2]

6. Assumptions & Constraints

[List any assumptions made and constraints to be considered]

7. Timeline / Milestones

Milestone	Target Date

[Milestone 1]	[Date]
[Milestone 2]	[Date]

8. Budget Summary

[Outline estimated budget or resources required]

9. Approval

Role	Name	Date
Sponsor	[Name]	[Date]
Project Manager	[Name]	[Date]