**Project Charter**

**Project**

Project Name

**Prepared for**

Client Name

**Prepared by**

[Your Name]

Day/Month/Year

**Purpose / Justification**

Why are we doing this project? What problem or opportunity does it address?

**Project Objectives**

Project Objectives are specific, measurable results that a project aims to achieve within a certain timeframe. They serve as concrete targets that guide the project's direction and help evaluate its success.

**Scope**

Project Scope defines what the project will and won’t deliver. It sets boundaries for the project, helping all stakeholders understand:

* What is included (In Scope)
* What is excluded (Out of Scope)

It avoids confusion, prevents scope creep, and ensures that resources are used efficiently.

**Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibility** |
| [stakeholder name] | [stakeholder role in the project] | [detailed information about how the stakeholder is involved in the project] |

**Resources Required**

* X Software Developers (6 months)
* 1 UI/UX Designer
* 1 DevOps/Deployment Engineer
* Cloud Infrastructure (e.g., GCP or AWS)
* Budget: $XXX

**Timeline (Milestones)**

|  |  |
| --- | --- |
| **Milestone** | **Target Date** |
| Project Kickoff | August 1, 2025 |
| Requirements Gathering Complete | August 15, 2025 |
| MVP Delivery | October 10, 2025 |
| Final Testing | November 5, 2025 |
| Go-Live | November 20, 2025 |

**Assumptions, Constraints, and Risks**

**Assumptions:**

Assumptions are conditions believed to be true for planning purposes. If an assumption turns out to be false, it may impact the project.

**Constraints:**

Constraints are **limitations or restrictions** the project must operate within (e.g., time, cost, scope, technology).

**Risks:**

Risks are **potential issues** that could negatively affect the project’s success. These should be monitored and mitigated.

**Approval Section**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Signature** | **Date** |
| [name] | [role] |  |  |