

Project Charter

Retirement Dinner Party for Ben

I. Project Title and Description:

Retirement Dinner Party for Ben

II. Project Objectives:

This party is to celebrate Ben's contributions to the company and wish him well in his retirement.

III. Business Case and Project Background:

Ben has been a key member of this company for over 30 years. He has been responsible for much of our new business and creation of key contacts. As he is retiring in 3 months, the company wants to celebrate his contributions with a dinner party.

IV. Project Scope:

- A. In Scope: Ben's family, all employees of the company and Ben's key clients
- B. Out of Scope: Employees' family, all other clients

V. Project Deliverables:

1. Menu (approved by Ben)
2. Seating Charts
3. Venue
4. DJ
5. Project Budget
6. Project Schedule
7. Project Risks
8. Project Communication Plan

VI. Key Stakeholders:

- Ben's family
- Ben's peers
- Company Management – Ben's boss
- Ben's key clients

VII. Resource and Time Estimates:

Resources By Name or Type	Initial Time Estimate (Work Days)
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Project manager	8
Ben's secretary	8
Caterer	2
Florist	.5
DJ	.5

VIII. Assumptions/Constraints:

Team resources can focus on this project

All planning activities to be completed by November 2009.

This will NOT be a surprise party

Ben retires!

IX. High Level Risks:

Team is unaware of food allergies

XI. Project Charter is signed and approved by:

CEO

Ben's Boss

Project Manager's Boss