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:

<table>
<thead>
<tr>
<th>Resources By Name or Type</th>
<th>Initial Time Estimate (Work Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### Project Charter

**Retirement Dinner Party for Ben**

<table>
<thead>
<tr>
<th>Role</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project manager</td>
<td>8</td>
</tr>
<tr>
<td>Ben’s secretary</td>
<td>8</td>
</tr>
<tr>
<td>Caterer</td>
<td>2</td>
</tr>
<tr>
<td>Florist</td>
<td>.5</td>
</tr>
<tr>
<td>DJ</td>
<td>.5</td>
</tr>
</tbody>
</table>

#### 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