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| COMPANY NAME: XXXX  PROJECT NAME: XXXX  CUSTOMER NAME: XXXX |
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|  |
| **Date: 29-03-20** |

# **Exception Report**

# Purpose

An Exception Report is produced when a Stage Plan or Project Plan is forecast to exceed tolerance levels set. It is prepared by the Project Manager in order to inform the Project Board of the situation, and to offer options and recommendations for the way to proceed.

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# Derivation

The Exception Report may be derived from the following:-

* Current plan and actual
* Issue Register, Risk Register and Quality Register
* Highlight Reports (for stage/project-level deviations) or Checkpoint Reports (for team level deviations)
* Project Board advice of an external event that affects the project.

# Quality criteria

What makes a excellent Exception Report

* The current plan must accurately show the status of time and cost performance
* The reason(s) for the deviation must be stated, the exception clearly analysed, and any impacts assessed and fully described
* Implications for the Business Case have been considered and the impact on the overall Project Plan has been calculated
* Options are analysed (including any risks associated with them) and recommendations are made for the most appropriate way to proceed
* The Exception Report is given in a timely and appropriate manner.

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| --- | --- | --- | --- |
| **From** | **To** | **Date** | **Stage** |
|  |  |  |  |

# Introduction

# Exception Title

An overview of the exception being reported

# Cause of Exception

A description of the cause of a deviation from the current plan

# Consequence of the deviation

What the implications are if the deviation is not addressed for:

* The Stage
* The project
* Corporate or programme management

# Options

What are the options that are available to address the deviation and what would the effect of each option be on the Business Case, risks and tolerances.

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| --- | --- | --- | --- |
| **Options** | **Impact on the Business Case** | **Impact on the Risks** | **Impact on the Tolerances** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Project Managers Recommendation

Of the available options, what is the recommendation, and why? You may wish to recommend more than option to deal with the exception situation.

# Lessons

What can be learned from the exception, on this project or future projects.

|  |  |  |
| --- | --- | --- |
| **Lesson Type** | **Lesson Detail** | **Logged By** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

# Supporting Information

[Add here any supporting information, such as comments, charts, tables, documents or diagrams that will assist].

# Exception Report Sections Omitted

* [Omitted section]
* [Omitted section]

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# Approvals

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

This document requires the following approvals

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**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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