How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [....] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*.

- 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.

- The 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.

Exception report

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

1   Document history

1.1   Document location

This document is only valid on the day it was printed. The source of the document will be found at this location – *[insert project folder structure]*

1.2   Revision history

Date of this revision:
Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3   Approvals

Name	Signature	Title	Date of Issue	Version

1.4   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2   Exception title

[An overview of the exception being reported.]

3   Cause of the exception

[A description of the cause of a deviation from the current plan.]

4   Consequences of the deviation

[What the implications are if the deviation is not addressed for: (a) the project (b) corporate, programme management or the customer.]

5   Options

[What options are available to address the deviation and the effect of each option on the business case, risks and tolerances.]

6   Recommendation

[Of the available options, what is the recommendation, and why?]

7   Lessons

[What can be learned from this exception on this project or future projects?]