PROGRAMME NAME

EXCEPTION REPORT

Project Title

Release Status: DRAFT, REVIEW, FOR INFORMATION or FINAL

Author: Insert Name

Date: 01 January 2016

Filename & Version: Insert details

Project ID: Insert ID

**Methodology:** PRINCE2™ 2009

# 

# Document History

## Location

This document is stored in the following location:

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## Revision History

This document has been through the following revisions:

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| Version No. | Revision Date | Filename/Location stored: | Brief Summary of Changes |
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## Related Documents

Summary of filenames and locations of related documents:

|  |  |
| --- | --- |
| Document Type | Filename/Location stored: |
| Baseline Project Initiation Document |  |
| Project Plan/Stage Plan |  |
| Issue Report |  |
| Issue Register |  |
| Risk Register |  |
| Lessons Log |  |

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# Purpose

An Exception Report is a warning from the Project Manager to the Project Board to advise that the project is forecast to exceed the tolerance levels set. This report provides details of the exception, an impact analysis and options for the way forward.

# Exception Title

# Deviation Description

# Cause of the Exception

# Consequences of the Deviation

# Options

# Recommendation

# Lessons

# 