HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Exception Report. The information for the Exception Report will be found within the Controls section of the PRINCE2 Manual. There is also a Product Description for the Exception Report at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 97. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the whole Exception Report Document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

Saving the Exception Report under its own name

Save the Exception Report by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Exception Report is completed check the document against the following Quality Criteria:

- The current Stage Plan must accurately show the status of budget and schedule.

- The reason(s) for the deviation must be stated.

PROJECT DOCUMENTATION

EXCEPTION REPORT

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1   Exception Report History

1.1   Document Location

This document is only valid on the day it was printed.
The source of the document will be found on the project's PC in location

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

This document requires the following approvals.
Signed approval forms are filed in the Management section of the project files.

Name	Signature	Title	Date of Issue	Version

1.4   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2 Table of Contents

End Stage Report

3   Purpose

[An Exception Report is produced when an approved Stage Plan is forecast to exceed tolerance level set. It is prepared by the project Manager in order to inform the Project Board of the adverse situation.

An Exception Report will normally result in the Project Board asking the Project Manager to produce an Exception Plan]

4   Deviation Description

[A description of the cause of a deviation from the Stage Plan]

5   Consequences

[Of the deviation]

6   Options

[A review of the available options]

7   Effects

[The effect of each option on the Business Case, risks, project and stage tolerances]

8   Recommendations

[The Project Manager's recommendations]