**PRINCE2™ - Exception Report**

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| **Project Name:** |  | | |
| **Date:** |  | **Release:** | Draft/Final |
| **Author:** |  | | |
| **Owner:** |  | | |
| **Client:** |  | | |
| **Document Number:** |  | | |

Note: This document is only valid on the day it was printed

The source of this document will be found in the *(insert name)* Stage file

**Revision History**

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date** | **Previous**  **Revision Date** | **Summary of Changes** | **Changes**  **Marked** |
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## Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

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| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
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**Exception Report** <Insert Project Name> Created on 8 May 2008

**Overview**

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| **Purpose** | An Exception Report is produced when a Team, Stage 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 adverse situation. |
| **Contents** | *The Exception Report should cover the following topics*  [Description of the cause of the deviation from the relevant plan 3](#_bookmark0)  [Consequences of the deviation 3](#_bookmark1)  [Available options 3](#_bookmark2)  [Effect of each option on the Business Case, risks and tolerances 3](#_bookmark3)  [Project or Team Manager’s recommendations 3](#_bookmark4) |
| **Advice** | *The reason(s) for the deviation must be stated.*  *When a Stage or Project Plan is in exception, an Exception Report is output from the CS activity, Escalate issues and risks; if a Team Plan is in exception, an issue is output from the activity, Execute a Work Package, and sent to the Project Manager.*  *Make sure the plans are updated to accurately show the status of budget and schedule. Information for generating the Exception Report may come from the Current Plan and actuals, Issue Register, Risk Register, Project Plan, Quality Register, Highlight Reports, Checkpoint reports or Project Board advice of an external event that affects the project.* |

# Exception title

*An overview of the exception being reported*

**Cause of the exception**

*A description of the cause of the exception from the current plan.*

**Consequences of the deviation**

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

* *The project*
* *Corporate or programme management.*

**Options**

*What are the options that are available to address the deviation. Effect of each option on the Business Case, risks and tolerances.*

**Recommendation**

*Of the available options, what is the recommendation, and why.*

**Lessons**

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