# Document Information

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| --- | --- |
| **Project name:** | The name of your project |
| **Issue date:** | When the report was issued |
| **Author:** | Normally, the name and title of the Project Manager |
| **Approver:** | Normally, the Executive |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Cause of the Exception

If the Exception was mainly caused by one issue, explain that issue. Otherwise, explain how the cumulative effect of multiple issues has caused it, and what the underlying reason was that those issues stacked up.

# Consequences

Explain the consequences of the deviation on the project and the business.

# Options

Explain the possible options that you can think of, and mention which one is your recommended option.

# Project Objectives

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Current State** | **Forecast** |
| **Scope** |  |  |  |  |
| **Time** |  |  |  |  |
| **Cost** |  |  |  |  |
| **Quality** |  |  |  |  |
| **Risks** |  |  |  |  |
| **Benefits** |  |  |  |  |

# Stage Objectives

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Actual State** |
| **Scope** |  |  |  |
| **Time** |  |  |  |
| **Cost** |  |  |  |
| **Quality** |  |  |  |
| **Risks** |  |  |  |
| **Benefits** |  |  |  |

# Lessons Learned

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| --- |
| **Lesson Learned** |
| Describe one lesson per row. |
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**- - - - PRINCE2® Templates - - - -**

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