**[Type the company name]**

26 August 2009

**Exception Report**

**PRINCE2 Exception Report**

**John Doe**

Exception Report

# Purpose

An Exception Report is produced when a Stage Plan 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 situation, and to offer options and recommendations for the way to proceed.

# Derivation

The Exception Report may be derived from the following:-

* Current plan and actuals
* Issue Register, Risk Register and Quality Register
* Highlight Reports (for stage/project-level deviations) or Checkpoint Reports (for team level deviations)
* Project Board advice of an external event that affects the project

# Quality criteria

What makes a excellent Exception Report

* 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
* 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

# Tailoring

It is a principle that a PRINCE2 project tailors the method to suit its needs. Tailoring refers to the appropriate use of PRINCE2 on any given project, ensuring that there is the correct amount of planning, control, governance and use of the management products.

You may find it necessary to tailor this template up or down to meet the needs of your project. For everyone involved in the project, it should remain clear as to what the purpose of this management product is, what it should comprise and what the quality criteria are.

This template could quite easily be reduced to a 2 or 3 page document if required.

# Exception Title

*An overview of the exception being reported, what element(s) of tolerance is/are under threat or have been breached (Cost, Time, Scope, Risk, Quality or Benefit) and what level of tolerance is under threat or has been breached (Project or Stage).*

# Cause of Exception

*A description of the cause of a deviation from the current plan.*

# Consequence of the deviation

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

* *The Stage*
* *The project*
* *Programme management*
* *Corporate management*

# Options

*What are the options that are available to address the deviation and what would the effect of each option be on the Business Case, risks and tolerances?*

|  |  |  |  |
| --- | --- | --- | --- |
| **Options**  | **Impact on the Business Case** | **Impact on the Risks** | **Impact on the Tolerances** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Project Managers Recommendation

*Of the available options, what is the recommendation, and why? You may wish to recommend more than option to deal with the exception situation.*

# Lessons

*What can be learned from the exception, on this project or future projects?*

|  |  |  |
| --- | --- | --- |
| **Lesson Type** | **Lesson Detail** | **Logged By** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

# Supporting Information

[Add here any supporting information, such as comments, charts, tables, documents or diagrams that will assist].

# Exception Report Sections Omitted

* [Omitted section]
* [Omitted section]

# Document Distribution

|  |  |  |
| --- | --- | --- |
| **Name** | **Organization** | **Role** |
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# Approvals

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

This document requires the following approvals

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

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([**Job Title**])

**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_