EXCEPTION REPORT

Project name:

Issue date:

Author:

Approved by:

Document code:

Approval

Date	Name and Signature

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	Current State	Forecast
Scope				
Time				
Cost				
Quality				
Risks				
Benefits				