

## **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. 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. 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 Exception Report 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 complete check the document against the following Quality Criteria:**

- 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 analyzed (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.

PROJECT DOCUMENTATION

# EXCEPTION REPORT

**Project:**

Release:

Date:

## PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

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## 1 Exception Report History

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### 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

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### 1.2 Revision History

**Date of this revision:**

**Date of next revision:**

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

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### 1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

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### 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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### **3 Exception title**

[An overview of the exception being reported]

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### **4 Cause of the exception**

[A description of the cause of a deviation from the current plan]

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### **5 Consequences of the deviation**

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

- The project
- Corporate, programme management or the customer]

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### **6 Options**

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

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### **7 Recommendation**

[Of the available options, what is the recommendation, and why?]

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### **8 Lessons**

[What can be learned from this exception on this project or future projects?]