

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 2003. 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.

Insert Project Name

Exception Report

Date: 31 January 2013

PROJECT DOCUMENTATION

EXCEPTION REPORT

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Exception Report History

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]*

1.2 Revision History

Date of this revision:

Date of next revision:

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

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

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]

4 Cause of the Exception

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

5 Consequences of the Deviation

[The implications for the Project and for corporate or programme management if the deviation is not addressed]

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?]

7 Recommendation

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

8 Lessons

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