

Programme

Exception Report: Project <...>

Purpose of document	<p>An Exception Report is produced when a Project's Phase plan or Project plan is forecast to exceed tolerance levels set. It is prepared by the Project Manager in order to inform the Operational Steering Committee of the situation, and to offer options and recommendations for the way to proceed.</p> <p>Additionally to this Exception Report shall be included Project Plan, Risk Register, other helpful material.</p>
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1. Document change History

Author	Date	Change description	Version
Name Surname <...>	2022-XX-XX	Document creation / Document Update	0.1 – 1.0
Name Surname <...>	2022-XX-XX	Document final version	2.0

2. General information

Related Work stream (-s)	<...>
Project	<...>
Project Phase	Business Analysis Phase
Reporter: Name, Surname	Name, Surname <...>

3. Key measurements on the exception

Milestones: Plan	Describe <...>, date <...>, etc
Milestones: Fact	Describe <...>, date <...>, etc
Deviations: Plan vs. Fact	Evaluate/assess deviations from the project plan <...> (e.g. time / scope / expected results, etc.). Please provide as much as possible details.

4. Based on provided material: affected areas / corresponding problems / new requests (if any)

Additional issues (if any)	Describe <...>
Change Requests (if any)	<...>
Related Work stream (-s) (if any)	<...>
Related Project (-s)	<...>

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5. Consequences, options / workarounds, recommendation

Consequences	Describe in detail, what the implications are if the deviation is not addressed for; The project; Corporate or Programme Management
Options / workaround	Describe in detail, 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
Proposed solution	Of the available options, what is the recommendation, and why?

6. Decision

OSC decision	OSC decision <...> (approve / reject / take workaround / etc.)
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