

# Exception report for political finance oversight institutions

## Purpose

The exception report is to advise your Project Board that the current project plan is forecasted to exceed the tolerance limits set, and to provide an analysis and options for the way forward.

Exception report number		Date raised	
Project affected			
Project manager			
Project sponsor			
Exception situation	Time <input type="checkbox"/> Cost <input type="checkbox"/> Quality <input type="checkbox"/> Scope <input type="checkbox"/> Resources <input type="checkbox"/> [Summary of which aspect(s) of the project is out of tolerance]		
Cause of deviation	[Summary of the situation that led to this deviation]		
Deviation consequences	[Summary of the impact that this deviation will have on the project, its interdependencies and the organisation if it is not addressed]		
Options and resourcing	Options	Risks and effects	
Recommendations	[Preferred option and reasons for this decision]		
Recommended revised milestones (attach proposed revised plan)	[List of the recommended revised actions that will correct the issue or minimise future threats to the project]		
Lessons learned (also copy to lessons log)	[What can be learned from this exception]		