**Exception Report**

**Current Situation**

*Explanation of the issue, what caused it and the potential impact on the project if it is not addressed.*

**Alternatives**

*This should set out all of the identified alternatives for dealing with the issue with their cost, time, functionality, quality and risk implications.*

*Doing nothing should always be included as an option as this is the baseline against which the other alternatives will be measured.*

*If the issue is serious enough cancelling the project should also be included as an alternative.*

**Recommendations**

*This should identify the team’s recommend option from the above list.*

**Outcome**

*This section should be added following the initial identification and escalation of the issue with the decision made. If the decision is to escalate the issue further this should be added until a decision is made.*

**Resolution**

*Following the decision the impact needs to be fed back into the project objectives, plan, budget and risk log. Once this has been done the report can be completed and the issue closed.*