

**PROJECT NAME**

**Exception Report**

**Prepared by:** Author

**PURPOSE OF DOCUMENT**

This document should identify and address key business process issue that impact a project. It should also identify options for addressing the issue that has arisen.

# RACI

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| Responsible | Accountable | Consult | Inform |
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**DOCUMENT CONTROL**

CHANGE CONTROL TABLE

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| Version | Amendment | Description | Release Date | Updated by |
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**APPROVALS**

(Note: This plan should be signed off by the Project Board and managed by the Project Manager and Internal Communications)

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# Executive Summary

This is body copy to show you how to create a standard document to show anyone who will be preparing project plans, business cases, project mandates, project initiation documents and communications plans as part of the QMUL IT Services projects and change governance. (Normal)

# Description of the cause of the deviation from the relevant plan

This is body copy to show you how to create a standard document to show anyone who will be preparing project plans, business cases, project mandates, project initiation documents and communications plans as part of the QMUL IT Services projects and change governance. (Normal)

## Consequences of the deviation

### Sub-section 1 (Heading 3)

This is body copy to show you how to create a standard document to show anyone who will be preparing project plans, business cases, project mandates, project initiation documents and communications plans as part of the QMUL IT Services projects and change governance. (Normal)

# Available options

This is body copy to show you how to create a standard document to show anyone who will be preparing project plans, business cases, project mandates, project initiation documents and communications plans as part of the QMUL IT Services projects and change governance. (Normal)

## Effect of each option on the Business Case, risks and tolerances

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# Recommendation

S This is body copy to show you how to create a standard document to show anyone who will be preparing project plans, business cases, project mandates, project initiation documents and communications plans as part of the QMUL IT Services projects and change governance. (Normal)

# Lessons Learned