



## EXCEPTION REPORT

|                                 |  |                                     |  |
|---------------------------------|--|-------------------------------------|--|
| <b><u>Project Name</u></b>      | Name of Project  | <b><u>Project Reference No.</u></b> | The number allocated by the PA Project Office to the project to this project |
| <b><i>Project Manager</i></b>   | Appointed Project Manager  | <b><i>Project Stage</i></b>         | The name of the stage reached by the or general name of development phase    |
| <b><i>Date</i></b>              | Date Exception Report written  | <b><i>Report Prepared by</i></b>    | Name of person who compiled the report (normally Project Manager)            |
| <b><i>Distribution List</i></b> | Names of Project Board members plus any other people who are copied the report |                                     |  |
| <b>Description of Exception</b> | The reasons behind the additional costs or increase in timescales.             |                                     |  |