# Exception Title

(An overview of the exception being reported)

# Exception Cause

(A description of the cause of a deviation from the current plan)

# Consequences

(What the implications are if the deviation is not addressed for; The project; Corporate or Programme Management)

# Options

(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)

# Recommendation

(Of the available options, what is the recommendation, and why?)

# Lessons

(What can be learned from the exception, on this project or future projects)