

# BUSINESS REPORT

## Exception Report

### 1. Purpose

An Exception Report is produced when a Stage Plan or Project Plan is forecast to exceed tolerance levels set. It is prepared by the Project Manager in order to inform the Project Board of the situation, and to offer options and recommendations for the way to proceed.

### 2. Derivation

The Exception Report may be derived from the following:-

- Current plan and actual
- Issue Register, Risk Register and Quality Register
- Highlight Reports (for stage/project-level deviations) or Checkpoint Reports (for team level deviations)
- Project Board advice of an external event that affects the project.

### 3. Quality criteria

What makes a excellent Exception Report

- The current plan must accurately show the status of time and cost performance
- The reason(s) for the deviation must be stated, the exception clearly analysed, and any impacts assessed and fully described
- Implications for the Business Case have been considered and the impact on the overall Project Plan has been calculated
- Options are analysed (including any risks associated with them) and recommendations are made for the most appropriate way to proceed
- The Exception Report is given in a timely and appropriate manner.

# How To Right A Business Report

**Joseph Mancuso**



## **How To Right A Business Report:**

*Report Writing for Business* Raymond Vincent Lesikar,1981      *Effective Business Report Writing* Leland Brown,1973

*How to Write a Winning Business Report* Joseph Mancuso,1992-04-09 A CLEAR STEP BY STEP SYSTEM FOR WRITING A BUSINESS PLAN THAT WILL ATTRACT THE FINANCING YOU NEED Joseph R Mancuso offers key guidelines and valuable tips on how to gear your business plan to the people who control the cash Featuring the original business plans from three highly successful businesses plans that raised millions in upfront financing How to Write a Winning Business Plan also reveals What financiers look for in a plan Nine questions that every plan must answer How to prospect for financial sources How to romance the money men How to locate hidden sources of capital How to handle objections How to gain a commitment And much more Complete with handy checklists and key financial forms this book is your launch pad for a thriving business venture      Contemporary Business Report Writing Shirley Kuiper,2005 CONTEMPORARY BUSINESS

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