



Greater Bristol Bus Network

Annex K

Exception Report Template

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Revision	Purpose Description	ATKINS				



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PURPOSE OF EXCEPTION REPORT

To advise the next higher level of management of a forecast that a plan will exceed the tolerance levels set, and provide an analysis and options for the way forward.

1. DEVIATION

CAUSE OF DEVIATION

- 1.1 Paragraph 1
- 1.2 Paragraph 2

CONSEQUENCES OF DEVIATION

- 1.3 Paragraph 1
- 1.4 Paragraph 2

- ◆ Bullet Point
- ◆ Bullet Point
 - Bullet Point Level 2
 - Bullet Point Level 2

Figure 1.1 – Figure Name

Table 1.1 – Table Name



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2. AVAILABLE OPTIONS

For each available option:

Description:	
Action Type:	
Effect of Each Action On:	
The Business Case:	
The Risks:	
The Project Tolerances:	
The Stage Tolerances:	

2.1 Paragraph 1

2.2 Paragraph 2



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3. RECOMMENDATION

3.1 Paragraph 1

3.2 Paragraph 2