

Exception Request Impact Analysis Report

Report Date	[yyyy-mm-dd]
Requested By	[Name / Department]
Exception Request Title	[Brief description or title of exception]
Reference No.	[Unique Identifier]
Implementation Deadline	[yyyy-mm-dd]

1. Exception Request Summary

[Describe the exception being requested, including background and why the exception is needed.]

2. Impact Analysis

Impact Area	Details
Business Operations	[Describe impact to business processes, performance, workflow, etc.]
Security	[Explain potential security risks or exposures]
Compliance	[State if this exception affects legal/regulatory compliance]
Technology	[Note effects on systems, applications, integrations]
Other	[Any other impacted areas]

3. Risk Mitigation Measures

[Outline proposed risk mitigation actions to minimize any negative impacts identified.]

4. Approvals and Review

Reviewer/Approver	Date	Signature
[Name & Role]	[yyyy-mm-dd]	[Signature/Initials]
[Name & Role]	[yyyy-mm-dd]	[Signature/Initials]

Important Notes

- Always document the rationale and context for the exception request.
- Evaluate and record all potential business, security, and compliance impacts.
- Include mitigation measures to address any identified risks or exposures.
- Ensure approvals are obtained from designated authorities before implementation.
- This report should be stored and referenced for audit and review purposes.