Exception Request Implementation Plan

Document Number:

Enter document number

Date:

Enter date

Project / Department:

Enter project or department name

Prepared By:

Enter preparer's name

Reviewed By:

Enter reviewer's name

1. Exception Request Summary

Provide a concise description of the exception being requested, including policy/process area and specific re

2. Justification & Impact Assessment

Explain the business/technical justification for requesting the exception and any potential impacts (risks, bene

3. Scope of Exception

List systems, processes, or teams affected. Define the boundaries/limitations of the exception.

4. Implementation Steps

#	Task / Step	Owner	Due Date
1			
2			
3			

5. Validation & Monitoring

Describe how the implementation and adherence to this exception will be validated or monitored.

6. Timeline

State expected duration (temporary or permanent), start and end date if applicable.

7. Approval

Name	Role	Signature	Date

Important Notes:

- Exception requests should be reviewed and approved by relevant authorities before implementation.
- Clearly define the duration and scope to avoid misuse or unintentional policy violations.
- Regular monitoring is critical to ensure compliance with exception terms.
- Document both risks and mitigation plans associated with the exception.
- Update or revoke exception as conditions change or upon expiry.