STATE OF NEW JERSEY
Program Management Office Exception Request Template

This form is to be used to request compliance exception (s) to project management best practices. It is strongly recommended for use in Small, Medium and Large projects outside the OIT PMO Portfolio but mandatory for use by those projects within the PMO portfolio. An inability to meet required and/or recommended practices must be supported by a justifiable business decision or other salient and compelling reason. Exceptions to compliance in the case of Small, Medium and Large projects outside the OIT PMO portfolio would be subject to review by State Executive Branch Leaders, where projects within the OIT PMO Portfolio would be subject to review by the New Jersey Office of Information Technology Program Management Office.

A. Exception Request Template

Completion of this form supplies the necessary information to evaluate exceptions to project management best practice compliance requirements. It provides the reviewer with enough information to approve or reject those exceptions. Additional questions may come as a result of the information provided in this statement. The Office of Information Technology Program Management Office recommends using this complete document, without omissions, as the baseline for assessing a request. If the project is not in the OIT PMO Portfolio of Projects, decisions for exception requests would be determined within the agency.

Summary	
Requestor	**Role:**
Status	**New** ☐ **Pending** ☐
Project	
Exception Requested	
OIT PMO PM/BA (If OIT PMO Portfolio Project)	
Details	
Business Decision or Reason	
Alternative Documentation	
Description	Explain in detail how the documentation supports the requirements
Mitigating Factors	
Business Case	
Resolution Path	

Resolution Plan	If a resolution plan has been created to explain how you will address, please provide the high level detail below:

Exception Recommendations		
Recommended	**Name**	**Role**
Yes ☐ **No** ☐		Agency Project Manager
Yes ☐ **No** ☐		Sponsor
Yes ☐ **No** ☐		OIT PMO Project Manager and/or Business Analyst (If OIT PMO Portfolio Project)

Exception requests cannot be submitted to OIT PMO for review without verification the Agency Project Manager and Sponsor have agreed the request is valid and supports best practice for the Project.

Exception History

Approvals

For Projects not In the OIT PMO Portfolio

Approved: Yes ☐ No ☐	Agency Sponsor Signature:	Date:

For Projects in the OIT PMO Portfolio

Approved: Yes ☐ No ☐	OIT PMO Director Signature:	Date: