Software Requirements Exception Document

1. Document Control

Version	
Date	
Author	
Reviewed by	
Approved by	

2. Purpose

3. Scope

4. Exception Overview

Requirement	Exception Requested	Reason / Justification	Impact if Not Granted	Mitigation Plan	Status

5. Stakeholder Review & Comments

Name	Role	Comment	Date

6. Approval

Name	Role	Signature	Date

7. Appendix (If Applicable)