

Daily Exception List Template (v1)

Use at EOD: publish only exceptions (off-plan items), with owner and recovery deadline.

Definition of Exception

- Overdue item, missed milestone, red/yellow item without recovery plan, or budget/dependency miss.
- If it is on plan and healthy, it does not belong in this list.
- One shared list per day across all divisions.

Item	Division	Exception Type	Owner	Recovery Action	Due	Status
Elevator signoff	Chief of Staff / Ops	Milestone at risk	Larry Osburn	Complete adjuster signoff and bo...	2026-05-03 14:00	YELLOW
Insulation transfer LR→NW	Materials	Logistics delay	Gerardo	Confirm driver and dispatch	2026-05-03 10:00	RED
179-unit NOI variance gap	NOI + Leasing	Budget variance	Tracy	Close top 3 variance lines and c...	2026-05-06 17:00	YELLOW

Required EOD Fields (CSV columns)

- date
- item
- division
- exception_type
- owner
- recovery_action
- due_datetime
- status_ryg
- escalation_owner
- notes