

Kenta / Using Kenta

Follow a portfolio exception into project delivery work

Find the accountable owner and retained evidence behind project, milestone and planning exceptions.

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► Applicability

Inputs and terminology

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Term	Meaning
Portfolio or program	A named grouping of delivery work. Its membership does not grant underlying project or review authority.
Exception	A recorded issue requiring attention, such as unresolved planning inputs, an open review, a late action or a stage dependency.

Procedure

1. Choose the exception

Open Portfolio overview and filter by the relevant project or reference. Inspect the next stage, date state, planning issue, source freshness and owner.

2. Open the responsible record

Open the project or its action/review link. Use the principal exception register to reach the affected equipment, planning requirement or delivery stage.

Read the retained basis and outstanding prerequisites before interpreting a summary status.

3. **Assign the next action**

Where your role permits, record a specific action with an owner and due date, linked to its originating issue.

Use named stages and retained document evidence to coordinate procurement, factory tests, commissioning or handover; a software completion state is not technical certification.

Verify the result

The exception leads to its source record, responsible owner and next action without losing the project context.

What happens next

Project capacities retain their own boundaries and must not be summed as a portfolio capacity claim.

Troubleshooting

An exception has no forecast or source

Open the stage or planning basis to distinguish not recorded, unknown and unavailable source states. Ask the accountable owner to provide and review the missing evidence. Do not use the target date as an invented forecast.