



DHA Privacy and Civil Liberties Office: Plan of Action and Milestones Template
Recommended when significant mitigation steps are warranted.

Task for Mitigation	Priority	Milestone	Milestone Due Date	Status	Date of Completion	Point of Contact	Comments

***The DHA Privacy Office will provide guidance on the breach response documentation and report frequency requirements**

Task for mitigation – Action to be taken to prevent the breach from reoccurring. Ex: Provide refresher training for employees.

Priority – Low, medium, or high - depending on the severity of the breach.

Milestone – Specific action steps that support the completion of the task for mitigation. Multiple milestones can support the completion of a single task.

Milestone due date – The date the individual milestone is scheduled to be completed

Status – Field to track the progress of the task. Ex: In progress or Completed

Date of Completion – The date the task or milestone has been completed

Point of contact – The name of the person responsible for ensuring the completion of the milestone or task

Comments – Provide additional information on the task or milestone