DHA Privacy and Civil Liberties Office: Plan of Action and Milestones Template

*Recommended when significant mitigation steps are warranted.*

<table>
<thead>
<tr>
<th>Task for Mitigation</th>
<th>Priority</th>
<th>Milestone</th>
<th>Milestone Due Date</th>
<th>Status</th>
<th>Date of Completion</th>
<th>Point of Contact</th>
<th>Comments</th>
</tr>
</thead>
</table>

*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