

# Risk Prevention and Mitigation Activities Report

Reporting Period: 2018  
Department: All Departments

	Risk ID	Prevention/ Mitigation activity	Prevention/Mitigation activity description	Weight	Sub Activities Undertaken	Performance Metrics/Indicators	Expected Outcome	Progress/ Status in %	Budget Planned/Utilized	Challenges Encountered	Corrective Actions	Next action	Remark
.	2	Enhance project estimation process	Improve accuracy of initial cost estimates	1				60%	ETB1000.00/ ETB200.00				
					Create historical cost database	Database populated with 3 years of data	Reference data for future estimates			challenge 1	corrective action 1	next action 1	
					Develop estimation guidelines	Guidelines document approved	Standardized estimation approach			challenges of Developing estimation guidelines	corrective action for Develop estimation guidelines	next action for Develop estimation guidelines	
		Implement project cost tracking system	Real-time monitoring of project expenditures	1				43%	ETB3000.00/ ETB1300.00				
					Train project managers on system	Training sessions completed	All PMs proficient with the tool			challenge of Training project managers on system	corrective action for Train project managers on system	next action for Train project managers on system	
					Select cost tracking software	Software selection approved	Tool selected for implementation			challenge of Selecting cost tracking software	corrective actions for Select cost tracking software	next actions for Select cost tracking software	
.	3	Upgrade security infrastructure	Implement modern security tools	1				38%	ETB3000.00/ ETB800.00				
					Conduct security assessment	Assessment report completed	Identified security vulnerabilities			challenge	corrective action		
					Procure new security tools	Purchase orders issued	Firewall and endpoint protection upgraded			challenge	corrective actions	next actions	
		Conduct security awareness training	Educate staff on cyber threats	1				60%	ETB0/ ETB0				
					Develop training materials	Training content approved	Comprehensive security training package						

Date of Report: 2025-07-31

Prepared By

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By

Name \_\_\_\_\_

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Date \_\_\_\_\_