CONSTRUCTION PROJECT CHECKLIST

Company name		Project manager	
Project name		Address	
Project number		Date	

Initiation

Description	Assigned to	Date	Remarks	✔
Determine the scope of work				☐
Define project deliverables				☐
Create the list of stakeholders				☐
Determine a start date				☐
Define a project completion date				☐
Assess risks				☐
Prepare a risk mitigation plan				☐
Place a competitive bid				☐
Draft a proposal				☐
Estimate costs and fees				☐
Evaluate unplanned expenses				☐
Draft a contract				☐
Arrange contract negotiations				☐
Determine the payment terms				☐
Approve the contract terms				☐
Fix change requests				☐
Sign the contract				☐

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Planning

Description	Assigned to	Date	Remarks	✔
Cover all budget issues				☐
Consider direct costs				☐
Account indirect costs				☐
Consider contingency allowance				☐
Prepare a cash flow chart				☐
Create a cost-controlling plan				☐
Create a WBS				☐
Prepare project schedules				☐
Define a critical path				☐
Identity project risks				☐
Compose a communication plan				☐
Make a contact list				☐
Assign stakeholder meetings				☐
Run on-site meetings				☐
Prepare a procurement plan				☐
Select suppliers and subs				☐
List the items to order ahead				☐

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Execution

Description	Assigned to	Date	Remarks	✔
Carpentry				☐
Plasterwork				☐
Concrete work				☐
Roof work				☐
Electrical work				☐
Piping work				☐
Tile/brick/block work				☐
Steel construction work				☐
Sheet metal work				☐
Glass work				☐
Coating work				☐
Waterproofing work				☐
Interior finishing				☐
Machinery installation				☐
Thermal insulation work				☐
Telecommunications work				☐
Landscape gardening				☐

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Monitoring and control

Description	Assigned to	Date	Remarks	✔
Update the daily log to balance work and safety				☐
Track changes				☐
Control material usage				☐
Monitor the personnel				☐
Monitor the visitors at the site				☐
Maintain equipment				☐
Check the cash flow				☐
Check client payments				☐
Ensure subs are paid on time				☐
Control extra expenses				☐
Secure conduits				☐
Check exterior				☐
Check foundation				☐
Check finishes				☐

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Completion and closure

Description	Assigned to	Date	Remarks	✔
Complete a punch list				☐
Make final inspections				☐
Gather all schemes, instructions, and operation manuals				☐
Recheck that all outcomes comply with the terms of the contract				☐
Pay all the fees				☐
Discuss the service provided				☐
Obtain a certificate of completion				☐
Send all invoices				☐
Check the rented equipment				☐
Return the rented equipment				☐
Create an internal report				☐
Send the final budget report				☐
Prepare all the docs for future verification				☐
Run the final revision of the construction site				☐