



# Development Project Management Checklist

## Project Initiation & Feasibility

Initial assessment and planning to determine project viability.

### Project Concept Description

Write something...

### Estimated Total Project Cost

Enter a number...

### Project Type (e.g., Residential, Commercial, Mixed-Use)

- ☐ Residential
- ☐ Commercial
- ☐ Mixed-Use
- ☐ Industrial
- ☐ Retail

### Target Project Completion Date

Enter date...

**Estimated ROI (%)**

Enter a number...

**Summary of Initial Market Analysis**

Write something...

**Funding Source (Initial)**

- ☐ Equity
- ☐ Debt
- ☐ Joint Venture
- ☐ Grants
- ☐ Other

**Supporting Documentation (Market Studies, Proforma)**

 Upload File

**Site Selection & Due Diligence**

Identifying and evaluating potential sites, including legal and environmental assessments.

## Potential Site Address

 [Set My Current Location](#)



## Site Acreage (Approximate)

Enter a number...

## Preliminary Site Survey Map

 Upload File

## Zoning and Land Use Restrictions Research Summary

Write something...

## Environmental Site Assessment Phase?

- ☐ Phase I - Records Search & Interviews
- ☐ Phase II - Sampling & Testing
- ☐ Not Required

### Phase I ESA Report Completion Date

Enter date...

### Potential Site Issues Identified (Check all that apply)

- ☐ Wetlands
- ☐ Flood Zone
- ☐ Brownfield Status
- ☐ Endangered Species Habitat
- ☐ Cultural/Historical Significance
- ☐ Utility Constraints
- ☐ None

### Summary of Title Report Findings & Potential Issues

Write something...

### Geotechnical Investigation Status?

- ☐ Completed
- ☐ In Progress
- ☐ Not Required

## Entitlement & Approvals

Securing necessary zoning, permits, and approvals from local authorities.

### Zoning Classification Request Status

- ☐ Not Started
- ☐ In Progress
- ☐ Approved
- ☐ Rejected

### Initial Zoning Application Submission Date

Enter date...

### Summary of Significant Entitlement Risks Identified

Write something...

### Environmental Impact Assessment (EIA) Status

- ☐ Not Required
- ☐ Applied
- ☐ Approved
- ☐ Rejected

### Upload Environmental Impact Assessment Report (if applicable)

 Upload File

### Number of Public Hearings Required

Enter a number...

### Date of Next Public Hearing (if applicable)

Enter date...

### Variance Requests Submitted?

☐ Yes

☐ No

### Notes on Community Engagement & Feedback Received (if applicable)

Write something...

## Design & Engineering

Developing architectural and engineering plans.

### Architectural Design Brief

Write something...

### Preliminary Site Plans

 Upload File

### Building Height (feet)

Enter a number...

### Design Style

- ☐ Modern
- ☐ Traditional
- ☐ Contemporary
- ☐ Transitional

### Sustainable Design Features (Select all that apply)

- ☐ Solar Panels
- ☐ Green Roof
- ☐ Water Conservation Systems
- ☐ Energy-Efficient Windows
- ☐ LEED Certification

### Date of Latest Design Revision

Enter date...

### Structural Engineering Report Summary

Write something...

## Financing & Investment

Securing funding for the project.

### Total Project Budget

Enter a number...

**Equity Contribution (%)**

Enter a number...

**Debt Financing Amount**

Enter a number...

**Primary Funding Source**

- ☐ Private Equity
- ☐ Bank Loan
- ☐ Joint Venture
- ☐ Institutional Investor
- ☐ Other


**Date of Loan Commitment**

Enter date...

**Summary of Investment Agreements**

Write something...

**Investment Agreement Documents**

 Upload File



### Investor Risk Tolerance

- ☐ Low
- ☐ Moderate
- ☐ High

## Construction Procurement

Selecting contractors and managing bidding processes.

### Procurement Method

- ☐ Competitive Bidding
- ☐ Negotiated Contract
- ☐ Design-Build
- ☐ Construction Manager at Risk (CMAR)

### Bid Package Scope Definition

Write something...

### Bid Documents (Drawings, Specifications)

 Upload File

### Number of Bids Received

Enter a number...

### Bidder Pre-Qualification Checklist (Completed?)

Write something...

### Contract Type

- ☐ Lump Sum
- ☐ Time & Materials
- ☐ Unit Pricing

### Contractor License Number

Enter a number...

### Contractor Insurance Certificates Review (Completed?)

Write something...

### Bid Opening Date

Enter date...

## Construction & Build-Out

Overseeing the physical construction of the project.


### Construction Start Date

Enter date...

### Estimated Construction Duration (in days)

Enter a number...

### Approved Construction Drawings (PDF)

 Upload File

### Daily Site Meeting Notes - Summary

Write something...

### Progress Payment Requests Submitted

Enter a number...

### Quality Control Inspections Completed (Select all that apply)

- ☐ Foundation
- ☐ Framing
- ☐ Electrical
- ☐ Plumbing
- ☐ HVAC
- ☐ Finishes

### Change Order Log (Details and Approvals)

Write something...

### Substantial Completion Date

Enter date...

## Marketing & Sales/Leasing

Promoting and selling/leasing the developed property.


### Sales/Leasing Strategy

- ☐ Direct Sales
- ☐ Broker/Agent Network
- ☐ Online Listings (e.g., Zillow, MLS)
- ☐ Combination

### Marketing Messaging & Key Features

Write something...

### Marketing Materials (Brochures, Renderings)

 Upload File

### Target Audience Size (Estimated)

Enter a number...

### Marketing Campaign Start Date

Enter date...

### Marketing Channels

- ☐ Social Media (e.g., Facebook, Instagram)
- ☐ Email Marketing
- ☐ Print Advertising
- ☐ Website/Landing Page
- ☐ Public Relations

### Lead Tracking System Name

Write something...

### Projected Sales/Leasing Conversion Rate (%)

Enter a number...

## Project Closeout & Handover

Finalizing the project and transferring ownership/management.

### Final Project Completion Date

Enter date...

### As-Built Drawings Status & Location

Write something...

## Warranty Documents

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## Remaining Budget Balance

Enter a number...

## Keys Handed Over to Owner/Property Manager?

☐ Yes

☐ No

## Outstanding Punch List Items & Resolution Status

Write something...

## Final Lien Release Date

Enter date...

## Summary of Project Performance & Lessons Learned

Write something...

### Final Project Inspection Completed?

☐ Yes

☐ No

## Risk Management & Compliance

Identifying, assessing, and mitigating risks throughout the project lifecycle, ensuring compliance with all relevant regulations.

### Identify Potential Environmental Risks (e.g., contamination, wetlands)

Write something...

### Regulatory Compliance Areas (Select all that apply)

☐ Zoning Regulations

☐ Building Codes

☐ Environmental Regulations

☐ Accessibility (ADA) Compliance

☐ Fire Safety Codes

☐ Local Ordinances

### Estimated Cost of Potential Environmental Remediation (if applicable)

Enter a number...

### Date of Last Regulatory Compliance Review

Enter date...

### Level of Insurance Coverage (Liability, Property, etc.)

- ☐ Adequate
- ☐ Insufficient
- ☐ Review Required

### Describe Any Identified Legal Risks & Mitigation Strategies

Write something...

### Upload Relevant Permits & Licenses

 Upload File

### Status of Required Approvals

- ☐ Approved
- ☐ Pending
- ☐ Rejected