

# 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)

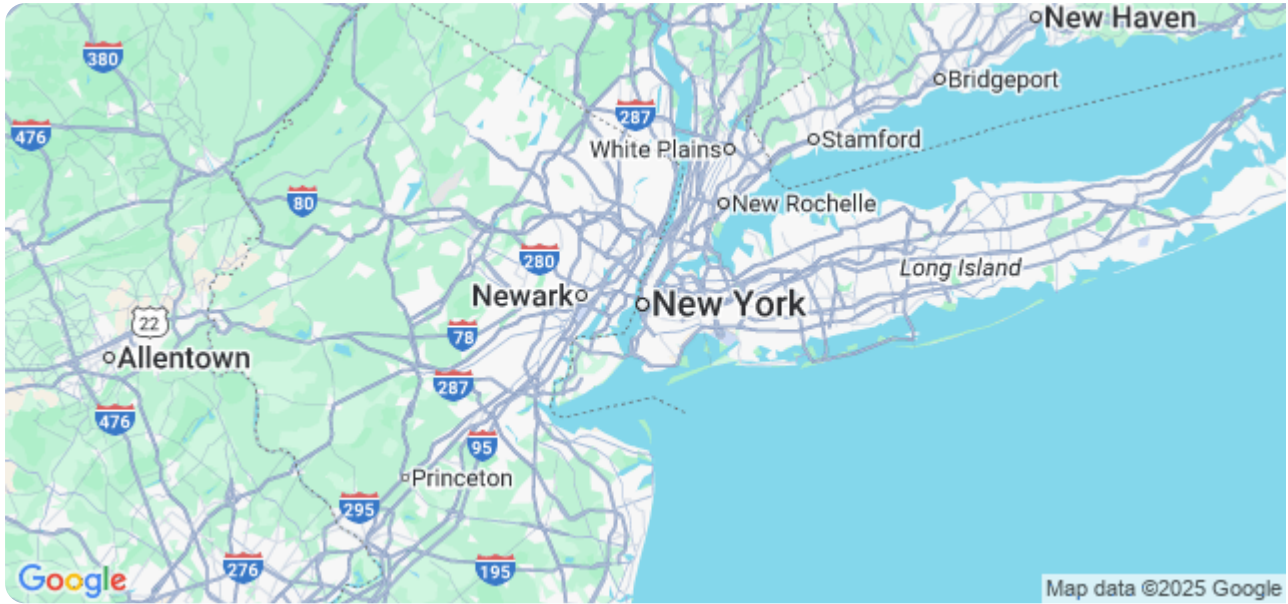
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## Site Selection & Due Diligence

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

 Upload File

## 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