

# Manufacturing Project Checklist Template

 Show only Checklist

Display Style  
Default 

## Project Initiation & Planning

Initial assessment, scope definition, resource allocation, and scheduling.

### Project Name

Write something...

### Project Description

Write something...



### Estimated Budget

Enter a number...

### Project Start Date

Enter date...

### Projected Completion Date

Enter date...

### Project Priority

- High
- Medium
- Low

### Key Stakeholders

- Marketing
- Sales
- Operations
- Engineering

# Design & Engineering

Detailed design reviews, material specifications, and engineering approvals.

## Design Requirements Document Summary

Write something...

## CAD Drawings (Latest Revision)

 Upload File

## Material Thickness (mm)

Enter a number...

## Design Approval Status

- Pending
- Approved
- Rejected

## Design Review Completion Date

Enter date...

## Tolerance (mm)

Enter a number...

# Procurement & Materials

Supplier selection, purchase orders, material lead times, and quality assurance checks.

## Material Type

- Raw Materials
- Component Parts
- Finished Goods

## Supplier Name

## Quantity Ordered

## Order Date

## Unit Cost

### Purchase Order Number

Write something...

### Expected Delivery Date

Enter date...

## Production Setup

Equipment preparation, tooling verification, workstation layout, and safety inspections.

### Machine Setup Time (minutes)

Enter a number...

### Required Tools & Equipment

- Hand Tools
- Power Tools
- Specialized Equipment
- Calibration Tools

### Setup Procedure Notes

Write something...

### Last Calibration Date

Enter date...

### Workstation Layout Verified?

Yes

No

### Workstation Layout Diagram (if applicable)

 Upload File

## First Article Inspection (FAI)

Verification of initial production run against design specifications.

### Article Number

Enter a number...

### Inspection Date

Enter date...

### Inspector Name

### Detailed Inspection Results

Write something...

### Quantity Inspected

Enter a number...

### Non-Conformance Identified

- Dimensional
- Material
- Appearance
- Functionality
- None

## Supporting Documentation (Photos, Measurements)

 Upload File

### Disposition

- Accept
- Reject
- Rework

# Production Run

Ongoing monitoring of production processes, quality control, and adherence to schedule.

### Batch Size

Enter a number...

### Start Time

Enter time...

### Units Produced (Current)

Enter a number...

### Defects Identified (Current)

Enter a number...

### Production Line Status

Running

Paused

Stopped

Idle

### Production Run Notes

Write something...

### Production Start Date

Enter date...

## Quality Control & Inspection

In-process inspections, final product testing, and defect analysis.

### Quantity Inspected

Enter a number...

### Visual Defects Observed (Select All)

- Scratches
- Dents
- Discoloration
- Cracks
- Missing Components
- None

### Number of Defects Found

Enter a number...

### Detailed Description of Defects

Write something...

### Defect Severity (if applicable)

- Minor
- Major
- Critical

### Inspection Date

Enter date...

### Inspection Time

### Inspector Signature

## Packaging & Labeling

Ensuring proper packaging materials, labeling accuracy, and compliance with regulations.

### Packaging Material Type

### Packaging Material Specifications

### Packaging Design File

 Upload File

### Label Material

Write something...

### Label Printing Instructions

Write something...

### Compliance Labels Required

- UPC Code
- Lot Number
- Recyclability Symbol
- Country of Origin

### Label Quantity per Unit

Enter a number...

## Shipping & Logistics

Arranging transportation, tracking shipments, and managing delivery schedules.

### Shipping Carrier

Write something...

**Tracking Number**

Write something...

**Estimated Delivery Date**

Enter date...

**Number of Pallets**

Enter a number...

**Special Shipping Instructions**

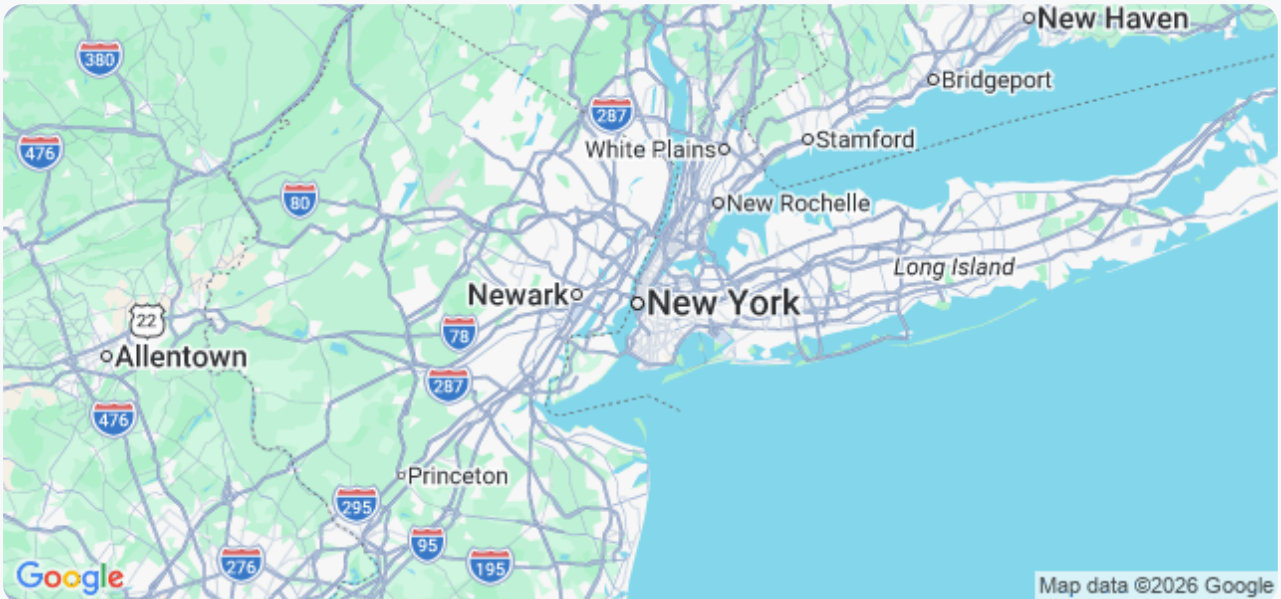
Write something...

### Shipping Insurance Status

- Insured
- Not Insured

### Shipping Origin Location

 [Set My Current Location](#)



## Project Closure & Documentation

Final documentation, performance review, lessons learned, and project sign-off.

### Project Completion Date

Enter date...

### Summary of Project Outcomes & Achievements

Write something...

### Lessons Learned & Recommendations for Future Projects

Write something...

### Actual Project Cost (Total)

Enter a number...

### Percentage Project Completion (Actual)

Enter a number...

### Stakeholder Satisfaction (Please Select)

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied

**Project Manager Signature**

**Client/Stakeholder Signature**