

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

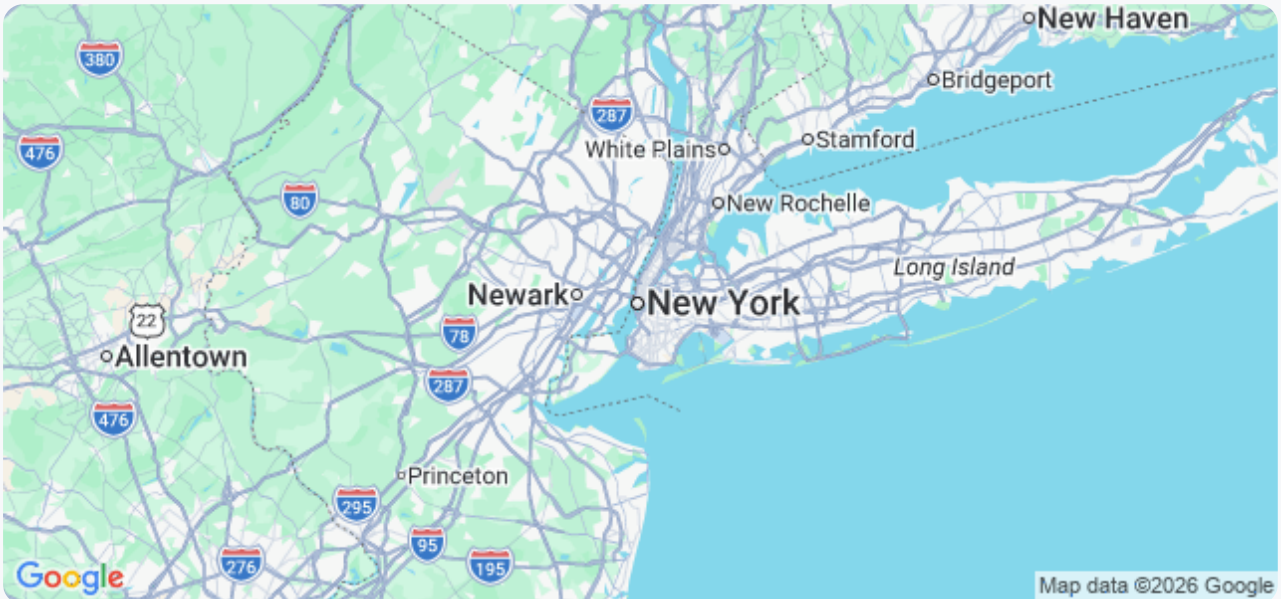
Write something...

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