

Software Development Project Checklist Template

 Show only Checklist

Display Style
Default 

Project Initiation & Planning

Covers initial project definition, requirements gathering, and planning activities.

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

Stakeholder Roles

- Project Sponsor
- Product Owner
- Development Team
- QA Team
- Business Analyst

Project Manager

Write something...

Requirements Gathering & Analysis

Focuses on documenting and validating user needs and system specifications.

Project Goals and Objectives

Write something...

Detailed User Stories/Use Cases

Write something...

Estimated User Count

Enter a number...

Requirement Priority (High, Medium, Low)

- High
- Medium
- Low

Relevant Stakeholders

- Product Owner
- Development Team
- Business Analysts
- End Users

Date of Last Requirements Review

Enter date...

Assumptions & Constraints

Write something...

Design & Architecture

Ensures proper system design, database schema, and technical architecture are in place.

System Architecture Diagram Description

Write something...

Architecture Diagram File

 Upload File

Estimated Database Size (GB)

Enter a number...

Technology Stack Selection

- React
- Angular
- Vue.js
- Node.js
- Python/Django
- Other

API Design Considerations

Write something...

Security Architecture Approach

- Defense in Depth
- Zero Trust
- Other

Development & Coding

Covers coding standards, code reviews, and unit testing.

Coding Standards Adherence Description

Write something...

Code Review Completed?

- Yes
- No
- Pending

Number of Unit Tests Passed

Enter a number...

Coding Best Practices Applied (Select all that apply)

- DRY Principle
- SOLID Principles
- Error Handling
- Code Comments
- Secure Coding Practices

Description of any Coding Anomalies/Issues

Write something...

Static Code Analysis Performed?

- Yes
- No
- Pending

Testing & Quality Assurance

Focuses on various testing phases (integration, system, user acceptance) and defect tracking.

Testing Phase Completed

- Unit Testing
- Integration Testing
- System Testing
- User Acceptance Testing (UAT)

Number of Test Cases Executed

Enter a number...

Number of Bugs Found

Enter a number...

Number of Bugs Resolved

Enter a number...

Summary of Testing Results

Write something...

Testing Tools Used

- JUnit
- Selenium
- Postman
- JMeter
- Other

Date of Testing Completion

Enter date...

Tester Signature

Deployment & Release

Covers deployment planning, environment setup, and release management.

Planned Release Date

Enter date...

Planned Release Time

Enter time...

Deployment Strategy Description

Write something...

Number of Servers for Deployment

Enter a number...

Deployment Environment

- Development
- Staging
- Production

Deployment Script

 Upload File

Rollback Plan

Write something...

Post-Deployment Verification Type

- Automated Tests
- Manual Verification
- Both

Documentation

Ensures comprehensive documentation is created for users, developers, and stakeholders.

User Manual Draft

Write something...

API Documentation

 Upload File

Technical Design Document Summary

Write something...

Documentation Status

- Draft
- Review
- Approved

Documentation Completion Date

Enter date...

Release Notes

Write something...

Project Closure & Review

Covers final project sign-off, lessons learned, and team recognition.

Project Completion Date

Enter date...

Lessons Learned - What went well?

Write something...

Lessons Learned - What could be improved?

Write something...

Total Project Cost (Actual)

Enter a number...

Total Project Cost (Budgeted)

Enter a number...

Project Success Rating (1-5)

- 1 - Poor
- 2 - Fair
- 3 - Average
- 4 - Good
- 5 - Excellent

Stakeholder Feedback - Select all that apply

- Positive
- Negative
- Neutral
- Requires Follow-up

Project Manager Signature

Security & Compliance

Addresses security considerations, regulatory compliance, and data privacy.

Compliance Standard Adherence

- GDPR
- HIPAA
- CCPA
- PCI DSS
- Other (Specify)

Data Encryption Methods Used

Write something...

Vulnerability Scan Frequency

- Weekly
- Monthly
- Quarterly
- Annually

Penetration Test Report

 Upload File

Number of Security Incidents Reported

Enter a number...

Last Security Audit Date

Enter date...

Data Privacy Policy Review and Update Summary

Write something...

Communication & Stakeholder Management

Focuses on regular updates, feedback loops, and stakeholder alignment.

Next Stakeholder Update Meeting

Enter date...

Communication Method Preference (Stakeholder)

- Email
- Phone Call
- Project Management Platform
- In-Person Meeting

Summary of Last Stakeholder Communication

Write something...

Frequency of Status Reports (Weeks)

Enter a number...

Stakeholder Concerns/Feedback (Select All That Apply)

- Timeline
- Budget
- Features
- Usability
- Security

Key Contact Person

Write something...