

# 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

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## 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

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### 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...