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FREE PRACTICAL RESOURCE

Construction project controls checklist

Use this checklist to establish a repeatable rhythm for planning, progress reviews, reporting and follow-up across project delivery work.

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How to use this checklist

Use it at project setup, then revisit it during regular project-control reviews. Adapt the level of detail to the size, contract requirements and delivery model of each project.

> This is a practical starting point, not a substitute for your project's approved governance, contract requirements, safety procedures or professional advice.

1. Set the delivery structure

- Define the project scope, objectives and key delivery milestones.
- Set up a work breakdown structure (WBS) that the delivery team can understand and maintain.
- Confirm activities, responsibilities, interfaces and key dependencies.
- Record the current baseline or approved planning reference used by the team.

2. Establish the project-control rhythm

- Agree who updates activities, progress and project controls information.
- Set a regular schedule for progress updates and project reviews.
- Define the information required before each review meeting.
- Identify how actions, decisions and owners will be tracked.

3. Review progress in context

- Review current progress against activities, milestones and planned work.
- Identify incomplete, delayed or at-risk delivery items.
- Check that ownership and next actions are clear.
- Capture relevant issues, constraints, risks and changes for follow-up.

4. Prepare decision-ready reporting

- Use current project information rather than disconnected updates.
- Summarize key progress, milestones, issues, decisions and next actions.
- Make assumptions, reporting dates and outstanding information clear.
- Tailor the report to the needs of the project team and stakeholders.

5. Close the loop

- Record agreed actions, owners and due dates.
- Follow up on prior actions in the next review cycle.
- Update the plan and reporting inputs when approved changes occur.
- Maintain a clear record of decisions and delivery commitments.

Keep your project controls connected

PlanSync brings WBS, schedules, activities, progress tracking, tasks and reporting into one connected workspace for delivery teams.

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