



LAND ACQUISITION & FEASIBILITY

- ☐ Have you acquired the site?
- ☐ Have you conducted a site due diligence assessment?
- ☐ Have you verified zoning and planning restrictions?
- ☐ Have you confirmed title and ownership details?
- ☐ Have you undertaken a geotechnical investigation?
- ☐ Have you assessed environmental risks (e.g., contamination, flooding)?
- ☐ Have you considered site access constraints?
- ☐ Have you verified local authority development conditions?
- ☐ Have you checked existing utility connections?
- ☐ Have you prepared a feasibility study with cost estimates?

DESIGN & DOCUMENTATION

- ☐ Do you have concept design approval?
- ☐ Do you have a planning permit (if required)?
- ☐ Have you appointed an architect?
- ☐ Do you have architectural drawings at 'Issued for Construction' status?
- ☐ Have you engaged structural engineers?
- ☐ Have you engaged civil engineers?
- ☐ Have you engaged building services engineers (mechanical, electrical, plumbing)?
- ☐ Do you have approved engineering documentation?
- ☐ Do you have project specifications?
- ☐ Have you checked for coordination between disciplines?

PROCUREMENT & CONTRACTS

- ☐ Have you completed a tender process (if required)?
- ☐ Have you appointed a builder under contract?
- ☐ Have you appointed consultants (geotechnical, environmental, etc.)?
- ☐ Have you confirmed contract scope, exclusions, and inclusions?
- ☐ Have you set up a project delivery program?
- ☐ Do you have a detailed cost breakdown?
- ☐ Have you checked for potential variations?
- ☐ Have you established a payment schedule?
- ☐ Have you agreed on dispute resolution terms?
- ☐ Have you confirmed warranties and defect liability periods?

FINANCE & LEGAL

- ☐ Do you have secured funding for the project?
- ☐ Did you use a bank loan for financing?
- ☐ Did you use private finance?
- ☐ Have you completed financial risk assessments?
- ☐ Have you appointed a legal advisor for contracts?
- ☐ Have you obtained relevant property insurances (e.g., land, public liability)?
- ☐ Have you confirmed tax implications (e.g., GST, stamp duty)?
- ☐ Have you reviewed lease or sale obligations post-construction?
- ☐ Have you checked for existing encumbrances or easements?
- ☐ Have you obtained legal clearance to proceed with the project?

APPROVALS & PERMITS

- ☐ Do you have a planning permit?
- ☐ Have you obtained a building permit?
- ☐ Have you engaged a building surveyor?
- ☐ Have you completed the protection works notice process (if applicable)?
- ☐ Do you have council approvals for road access, crossings, and drainage?
- ☐ Do you have necessary fire authority approvals?
- ☐ Have you secured approvals for utilities (power, water, sewer, gas, NBN)?
- ☐ Have you obtained environmental or heritage approvals (if applicable)?
- ☐ Have you addressed all conditions in relevant permits?
- ☐ Have you notified WorkSafe (if required)?

CONSTRUCTION PLANNING & MANAGEMENT

- ☐ Has the builder provided a site safety management plan?
- ☐ Have you confirmed the construction program aligns with milestones?
- ☐ Do you have an established site induction process?
- ☐ Have you set up site security measures?
- ☐ Have you ensured environmental management controls are in place?
- ☐ Have you conducted a pre-start meeting?
- ☐ Do you have an RFI (Request for Information) process in place?
- ☐ Are project roles and responsibilities clearly defined?
- ☐ Have you arranged for ongoing quality assurance inspections?
- ☐ Is there a clear communication structure between stakeholders?

PROJECT HEALTH CHECKLIST



BUILDING & CONSTRUCTION ADVISORY

CONSTRUCTION EXECUTION

- ☐ Is the project progressing as per schedule?
- ☐ Are site inspections conducted regularly?
- ☐ Have all subcontractors been approved?
- ☐ Are work method statements in place for high-risk activities?
- ☐ Are site safety reports and toolbox talks conducted regularly?
- ☐ Are variations being tracked and approved correctly?
- ☐ Is waste management being handled as per the site plan?
- ☐ Are design changes reviewed and approved before implementation?
- ☐ Have unexpected site issues been managed effectively?
- ☐ Have inspections by authorities been conducted as required?

QUALITY ASSURANCE & DEFECT MANAGEMENT

- ☐ Have materials been verified against specifications?
- ☐ Have you conducted independent inspections for key works?
- ☐ Have you maintained a defects register?
- ☐ Have non-compliant works been rectified?
- ☐ Have waterproofing and other critical installations been tested?
- ☐ Have acoustic, energy efficiency, and fire safety tests been completed?
- ☐ Has the building surveyor conducted staged inspections?
- ☐ Have structural inspections been passed?
- ☐ Are all services tested and functioning as per design?
- ☐ Is there an established process for closing out defects?

HANDOVER & COMPLETION

- ☐ Have you agreed on the contents of the handover manual with the builder?
- ☐ Have you received as-built drawings?
- ☐ Have you received warranties and maintenance manuals?
- ☐ Have you received compliance certificates (e.g., electrical, plumbing)?
- ☐ Have you obtained an occupancy permit or certificate of completion?
- ☐ Have you completed a final walkthrough with stakeholders?
- ☐ Have you confirmed the builder has demobilized the site properly?
- ☐ Have you received final payment claims and reconciled all costs?
- ☐ Have you provided training to end-users (e.g., facility managers)?
- ☐ Have you finalized all contract close-out documentation?

POST-CONSTRUCTION & DEFECTS LIABILITY PERIOD

- ☐ Have you started the defect liability period?
- ☐ Have you established a process for reporting defects?
- ☐ Have you confirmed the builder's defect response times?
- ☐ Have you ensured warranties are recorded and stored?
- ☐ Have you arranged a post-occupancy evaluation?
- ☐ Have you conducted a review of lessons learned from the project?
- ☐ Have you received all final payments and bank releases?
- ☐ Have you provided the end-user with a maintenance schedule?
- ☐ Have you handed over site keys and access credentials?
- ☐ Have you celebrated project completion and thanked the team?

SCORING

1 - 10	Critical Risk – Your project is in serious trouble	Get in contact with us today – we could transform your project before it's too late!
11 - 20	Severe Gaps – Major risks need urgent action	Call us tomorrow – you won't believe how we could help save your project!
21 - 30	High Risk – Significant missing elements	You're on shaky ground. Let's sit down and get your project back on track.
31 - 40	Unstable – Many critical factors unresolved	Book a free consultation – we can help turn this around before things go wrong.
41 - 50	Needs Work – Some essential steps still missing	You're halfway there, but risks remain. Let's refine your project for success.
51 - 60	Moderate Risk – Core foundations are in place, but gaps exist	A few tweaks could make a world of difference – let's discuss how.
61 - 70	Reasonable Shape – On the right track, but needs fine-tuning	You're close! Let's optimize your project and eliminate potential risks.
71 - 80	Good Standing – Well-structured, but some areas could be refined	Your project is looking strong – let's ensure a smooth delivery.
81 - 90	High Performing – Near completion with minimal gaps	You're almost there! Let's do a final review to guarantee excellence.
91 - 100	Project-Ready – Fully compliant and well-managed	Your project is in top shape! Let's discuss your next big opportunity.