

COMMERCIAL PROJECT RISK CHECKLIST



Before you appoint a builder, identify the issues most likely to create delays, variations and loss of control once construction starts.

Use this checklist to identify where the project may need more clarification before construction starts. It is designed as a practical internal discussion tool for developers, project managers, asset owners and procurement stakeholders.

FIVE AREAS TO CHECK

01 / SCOPE + DOCUMENTATION

02 / COST + VARIATION

03 / PROGRAM + PROCUREMENT

04 / RESPONSIBILITY + COORDINATION

05 / VISIBILITY + HANDOVER

CHECK THE PROJECT BEFORE APPOINTMENT

Mark one status for each checkpoint. Clear means the position is understood; Clarify means it needs resolution; Exposed means it may materially affect delivery.

01 / SCOPE + DOCUMENTATION RISK

CHECKPOINT	✓ CLEAR	— CLARIFY	✗ EXPOSED
01.01 Are the drawings sufficiently developed for pricing and construction?	☐	☐	☐
01.02 Are there consultant coordination gaps?	☐	☐	☐
01.03 Are exclusions and assumptions clearly documented?	☐	☐	☐
01.04 Are client-supplied items or selections unresolved?	☐	☐	☐
01.05 Are there areas likely to create scope disputes later?	☐	☐	☐

02 / COST + VARIATION RISK

CHECKPOINT	✓ CLEAR	— CLARIFY	✗ EXPOSED
02.01 What items remain provisional or uncertain?	☐	☐	☐
02.02 What circumstances can trigger a variation?	☐	☐	☐
02.03 Who can approve variations?	☐	☐	☐
02.04 How will variation pricing be documented?	☐	☐	☐
02.05 Are there latent-condition or site-access risks that could affect cost?	☐	☐	☐

PROGRAM, PROCUREMENT + RESPONSIBILITY

Use these areas to test whether the project can move in sequence and whether ownership is clear when interfaces or delays arise.

03 / PROGRAM + PROCUREMENT RISK

CHECKPOINT	✓ CLEAR	— CLARIFY	✗ EXPOSED
03.01 What are the critical sequencing dependencies?	☐	☐	☐
03.02 Are long-lead items likely to affect the program?	☐	☐	☐
03.03 Which approvals must occur before key stages begin?	☐	☐	☐
03.04 What happens when a supplier or subcontractor slips?	☐	☐	☐
03.05 How will program delays and recovery actions be communicated?	☐	☐	☐

04 / RESPONSIBILITY + COORDINATION RISK

CHECKPOINT	✓ CLEAR	— CLARIFY	✗ EXPOSED
04.01 Who owns consultant coordination?	☐	☐	☐
04.02 Who manages approvals?	☐	☐	☐
04.03 Who owns subcontractor coordination?	☐	☐	☐
04.04 Who decides responsibility where scopes overlap?	☐	☐	☐
04.05 Is one person accountable for overall delivery?	☐	☐	☐

VISIBILITY, HANDOVER + NEXT ACTION

The final checks focus on what the client will be able to see during delivery and what needs to be clear before handover.

05 / **VISIBILITY + HANDOVER RISK**

CHECKPOINT		✓ CLEAR	— CLARIFY	✗ EXPOSED
05.01	How often will project information be updated?	☐	☐	☐
05.02	What will the client actually be able to see?	☐	☐	☐
05.03	How are RFIs, documents, variations and program information tracked?	☐	☐	☐
05.04	What QA process occurs before handover?	☐	☐	☐
05.05	What happens with defects after completion?	☐	☐	☐

PROJECT RISK NOTES / OWNER + NEXT ACTION

What needs clarification before appointment?

General pre-appointment discussion tool only. It is not legal, engineering, cost-planning or contract advice.

FOUND GAPS IN THE PROJECT?

SEND MKP THE DRAWINGS.

Request a Project Control Review before you appoint a builder.

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