

Project Management Made Easy

DAILY STANDUP

Standup Time: (10–15 min)
Daily Standup Template (Project Manager)

This daily standup sheet helps project teams align quickly each morning by surfacing the critical details that impact safety, schedule, and coordination. By running this brief, structured check-in, teams can reduce miscommunication, catch issues early, and keep the job moving without surprises.

Project: _____ Job #: _____ Date: _____ Site/Location: _____

Weather (am/pm): _____ / _____ Project Manager: _____ Foreman(s): _____

Safety & Access (1 minute)

Confirm that today's worksite is safe, compliant, and everyone has the right PPE and permits to proceed.

☐ Toolbox talk done ☐ Permits/inspections cleared

Site hazards (If any): _____

List required PPE today: _____

Yesterday Review (2 minutes)

Review key wins from yesterday and flag any work that's rolling over into today's plan.

Yesterday's critical wins: _____

Carry-overs: _____

Today's Critical Path (3–4 minutes)

Identify today's most important work that drives the schedule forward—what must get done.

- 1.
- 2.
- 3.

Check-ins & Comms

Set mid-shift and end-of-day check-ins, and confirm the main channel for updates.

Crews & Subs (2 minutes)

List who's on-site today, where they're working, and what tasks they're responsible for.

Trade/Sub	Lead	Headcount	Start	Finish	Area/Task
1.					
2.					
3.					

Materials & Equipment (1–2 minutes)

Confirm that today's worksite is safe, compliant, and everyone has the right PPE and permits to proceed.

Deliveries due today (time/PO):

Critical tools/equipment assigned:

Constraints (power, access, crane, lift):

Dependencies & Holds (1–2 minutes)

Note any upstream tasks, inspections, or decisions holding up today's work.

Upstream tasks needed before we can proceed:

Inspections / owner decisions pending:

RFIs & Changes (1 minute)

Call out open RFIs, change orders, or owner updates that impact today's work.

Open RFI #s / COs affecting today:

Owner/GC updates needed by:

Responsible:

Risks & Mitigations

Note any upstream tasks, inspections, or decisions holding up today's work.

Top risks (weather, rework, conflicts):

Mitigation actions + owner: