



# Aerospace Engineering Project Checklist Template

 Show only Checklist

Display Style  
Default 

## Project Definition & Requirements

Ensuring clear project scope, objectives, and stakeholder alignment.

### Project Overview & Goals

Write something...

### Project Budget (USD)

Enter a number...



### Project Start Date

Enter date...

### Projected Completion Date

Enter date...

### Project Priority (High/Medium/Low)

- High
- Medium
- Low

### Key Stakeholders

- Engineering Team
- Management
- Regulatory Bodies
- Vendors

### Initial Requirements Specification

Write something...

# Design & Analysis

Verification of design specifications, simulations, and performance analysis.

## Aerodynamic Lift Coefficient (Cl)

## Drag Coefficient (Cd)

## Structural Weight (kg)

## Detailed Design Notes and Assumptions

## CAD Drawings (Latest Revision)

 Upload File

### Analysis Software Used

- ANSYS
- SolidWorks Simulation
- COMSOL
- Other

### Analysis Completion Date

Enter date...

## Materials Selection & Procurement

Confirmation of appropriate materials based on requirements and secure procurement processes.

### Material Type

- Aluminum
- Titanium
- Composite
- Steel
- Other

### Quantity Required (Units)

Enter a number...

### Material Specifications (Detailed)

Write something...

### Supplier Selection Status

- Not Selected
- Selected - Initial Review
- Selected - Contract Negotiation
- Supplier Confirmed

### Supplier Quote/Proposal

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### Order Placement Date

Enter date...

### Order Cost (USD)

Enter a number...

# Manufacturing & Fabrication

Monitoring and verifying manufacturing processes to meet quality standards.

## Batch Size

## Machine ID

## Start of Manufacturing

## Notes on Fabrication Process

## Defect Count

### Material Quality Check Result

- Pass
- Fail
- Needs Review

### Quality Control Photos

 Upload File

## Testing & Validation

Comprehensive testing to ensure functionality, safety, and regulatory compliance.

### Altitude Testing - Maximum Altitude (feet)

Enter a number...

### Temperature Testing - Minimum Temperature (°C)

Enter a number...

### Vibration Testing - Frequency (Hz)

Enter a number...

### Static Load Test Result - Pass/Fail

Pass

Fail

### Upload Vibration Test Data File

 Upload File

### Detailed Test Report Summary

Write something...

### Date of System Integration Testing

Enter date...

## Integration & Assembly

Verification of proper integration and assembly of components and subsystems.

### Subassembly Torque Verification (Nm)

Enter a number...

### Wiring Harness Routing Verified?

- Yes
- No
- N/A

### Component Alignment Checks Completed?

- Mechanical
- Electrical
- Optical

### First Article Inspection Date

Enter date...

### Assembly Deviation Notes (if applicable)

Write something...

### Assembly Photos/Videos (Evidence)

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# Regulatory Compliance & Certification

Ensuring adherence to all relevant aerospace regulations and obtaining necessary certifications.


## Applicable Regulations

- FAA Part 25
- EASA CS-25
- MIL-STD-810
- ISO 9001
- Other (Specify)

## Specific Regulatory Requirements Addressed

Write something...

## Regulatory Compliance Documentation (e.g., Certificates)

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## Date of Last Regulatory Audit

Enter date...

### Audit Score (if applicable)

Enter a number...

### Certification Body

- FAA
- EASA
- Other

### Summary of Certification Status

Write something...

## Risk Management & Mitigation

Identification, assessment, and mitigation of potential risks throughout the project lifecycle.

### Risk ID

Write something...

### **Risk Description**

Write something...

### **Probability (1-10)**

Enter a number...

### **Impact (1-10)**

Enter a number...

### **Risk Score (Probability \* Impact)**

Enter a number...

### **Mitigation Strategy**

Write something...

### Risk Owner

- Engineering Lead
- Project Manager
- Quality Assurance
- Procurement Manager

### Mitigation Deadline

Enter date...

### Risk Status

- Identified
- Mitigation in Progress
- Mitigated
- Accepted

## Documentation & Reporting

Maintaining accurate and comprehensive project documentation and delivering timely reports.

### Project Summary Report

Write something...

### Final Design Documentation

 Upload File

### Report Submission Deadline

Enter date...

### Total Pages of Documentation

Enter a number...

### Report Distribution Method

- Email
- Shared Drive
- Printed Copy

### Project Manager Approval

## Project Closure & Lessons Learned

Formal project completion, documentation of lessons learned, and final report generation.

### Official Project Completion Date

Enter date...

### **Summary of Project Outcomes vs. Initial Goals**

Write something...

### **Key Lessons Learned – What Went Well?**

Write something...

### **Key Challenges Encountered & How They Were Addressed**

Write something...

### **Recommendations for Future Similar Projects**

Write something...

## Total Project Cost vs. Budgeted Cost

Enter a number...

## Overall Project Success Rating

- Exceptional
- Successful
- Satisfactory
- Needs Improvement
- Unsuccessful

## Final Project Report (PDF)

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