

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)

 Upload File

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)

 Upload File