

Air Vehicle Design AOE 4065 – 4066

III. Project Management Topics

Course Module P3

Roles & Responsibilities of Team Members

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AOE 4065-4066:

Capstone Air Vehicle Design (AVD) Course Modules (CMs)

Overview of AVD Courses

I. Foundational Elements

- F1. Design: An Engineering Discipline
- F2. Systems and Systems Thinking
- F3. Basics of Systems Engineering
- F4. Decision Making with Ethics and Integrity

II. Air Vehicle Design Fundamentals

A1. Purpose & Process

Conceptual Design

- A2. Understand the Problem
- A3. Solve the Problem
- A4. Initial Sizing: Takeoff Weight Estimation
- A5. Initial Sizing: Wing Loading and Thrust Loading Estimation
- A6. Cost Considerations
- A7. Concept to Configuration: Key Considerations
- A7A. Configuration Layout: Drawings & Loft

Conceptual & Preliminary Design

- A8. Trade Studies
- A9. Use of Software Tools
- A10. Preliminary Design: Baseline Design Refinement & Validation

III. Project Management Topics

- P1. Basics of Project Management and Project Planning
- **P2.** Project Organization
- P3. Roles & Responsibilities of Team Members
- P4. Project Execution: Teamwork for Success
- P5. Project Risk Management
- P6. Delivering Effective Oral Presentations
- **P7. Writing Effective Design Reports**

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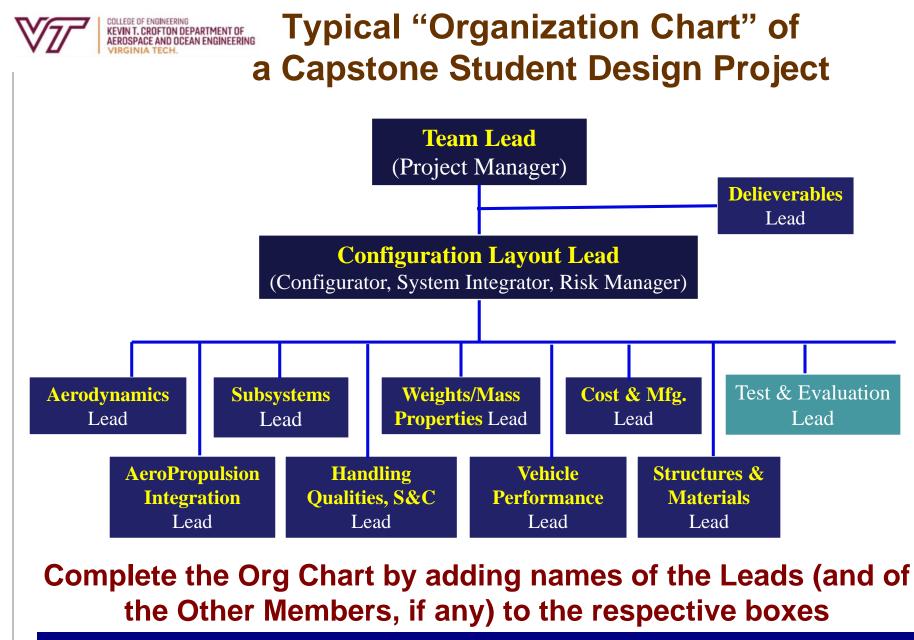
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Although a good-faith attempt is made to cite all sources of material, we regret any inadvertent omissions.



CRUCIALLY IMPORTANT

CMs only introduce key topics and highlight some important concepts and ideas...but without sufficient detail. We must use lots of Reference Material* to add the necessary details! (*see Appendix in the Overview CM)

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This CM Highlights R&Rs of Team and Subteam Leads



What Distinguishes a 'Team' from a 'Group' of individuals?

- A group is a collection of individuals who <u>coordinate</u> their individual efforts.
- A team is a special group of individuals who share a <u>common purpose</u> and a number of <u>challenging goals</u>.
 Members of the team are <u>mutually committed to the goals</u> <u>and to each other.</u>

Source: Adapted from AOE-3564 lectures by Dr. Kim Carlson, VT Management School



What Distinguishes Your 'Role' from Your 'Responsibility'?

- Role is what you 'do.'
- Responsibility is what you 'decide.'

In This CM:

- For each of the lead positions:
 - A top-level summary of the R&Rs is provided. R&Rs adapted from Dr. Mason's Aircraft Design lectures.
 - This is augmented by a "Recommended Reading" list.
- We strongly encourage team lead and subteam leads to spend the time to read the recommended reading material in order to better understand the nature and scope of their own R&Rs.

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<u>Team Lead</u>

Being a leader is like being a lady. If you have to go around telling people you are one, you aren't.



-- Lady Margaret Thatcher

Britain's First Female Prime Minister, 1979-1990

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'Leader' and 'Manager' Aren't Synonymous

Each exhibits very different traits and behaviors

- Managers give answers, leaders ask questions.
- Managers criticize mistakes, leaders call attention to mistakes indirectly.
- Managers forget to praise, leaders reward even the smallest improvement.
- Managers focus on the bad, leaders emphasize the good.
- Managers want credit, leaders credit their teams.

"My way or the highway" approach isn't going to encourage or motivate anyone to help you in your problem solving endeavors.

Source: The Difference Between Managers and Leaders (Ilya Pozin), 2013



Team Lead R&Rs

- <u>Coordinate everything</u>: the person who needs help gets it, and good communications exist among all team member.
- Set schedules and meet deadlines.
- Work with the configuration layout lead and the entire team to establish the "vision" of the concept.
- Work with team members to define the decision-making process for each part of the design process:
 - What do we need to decide, how will we make decisions?
 - trade study pro/cons data
 - carpet plots
 - *etc.*, etc.
- Keep the scorecard: *Are you meeting the requirements*?



Team Lead R&Rs (contd.)

- Have the team define the risks, and risk mitigation, relative to technology choices as an absolute minimum.
- Keep the design notebook, recording the project history, data and team member commitments.
- Lead the design review presentation.
- Make sure that everyone is working on the same airplane, and that the presentations and reports are properly coordinated.
- Leader could serve as the Deliverables lead, but it's <u>strongly</u> <u>recommended</u> that some other member of the team be assigned this responsibility.



Five Key Attributes of An Effective Leader

1. Effective Two-way Communicator

- ✓ Active Listener, not just talker
- Powerful facilitator and negotiator

2. Exceptional Organizational Skills

- nizational Skills
- Pays attention to detail, and proactively follows through

3. Excellent Interpersonal Skills

- Respectful of team members, treats them fairly with honesty
- ✓ Is accountable, and holds team members accountable

4. Open-minded Decision Maker

- ✓ Not judgmental--able to impartially and objectively weigh evidence
- 5. Ability to "Herd Cats"
 - *"Barking" works only with sheep!*
 - It's about accommodation, not command & control

Effective Leader: the Right Combination of Character, Competence, and Conduct





"Herding Cats" Explained in One Minute



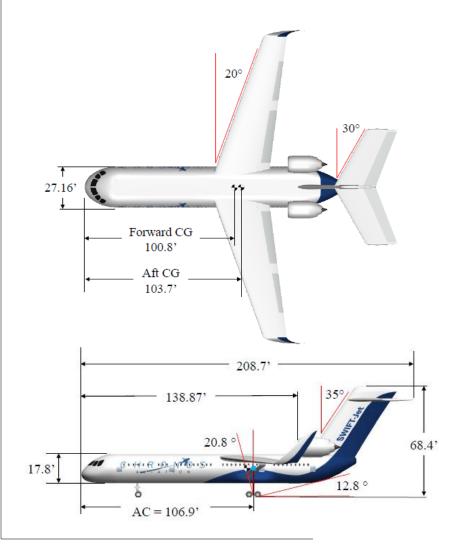
https://www.youtube.com/watch?v=EZOx1RhMHIo

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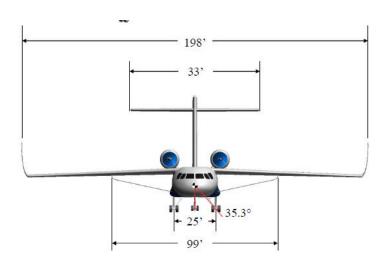


Configuration Layout and Loft

(Configurator or System Integrator)



Aircraft Specifi	cations
Max. TOGW (lbs)	453,156
Seat Capacity	400
Design Range (nm)	3,500
Max. Climb Rate (fpm)	5,500
Cruise Mach No.	0.78
Cruise Altitude (ft)	40,000
Service Ceiling (ft)	43,500



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Configuration Layout and Loft Lead R&Rs (aka Configurator/ System Integrator)

- Using CAD, convert the inputs from team members into a configuration layout. *This primarily means drawings!!*
 - Provide the group with the design information required to perform analysis of the concept.
 - A high-quality 3-Vu and Inboard Profile are critical!
 - *Kirschbaum's Aircraft Design Data and Layout Guide* is a key resource
- It's more—much more—than just CAD skills!
 - Design a smooth outer mold line (OML) with neither excess nor inadequate internal volume.
 - Cleverly arrange internal components to minimizes major rearrangement downstream.
 - Work in close collaboration with subteam leads to promptly resolve technical issues using engineering data from trade studies to reach a compromise

Does the airplane BALANCE?



Configuration Layout

Торіс	Recommended References
Configuration Layout and Loft	
Configuration Layout and Loft	Chapter 7, Raymer, Ref. AVD 2
Aircraft Design Aid and Layout Guide	All chapters, Kirschbaum with Mason, Ref. AVD 6



Aerodynamics

"*They own OML (Outer Mold Line)*" – Lee Nicolai



Aerodynamics Lead R&Rs

Responsible for Configuration Aerodynamic Design and Analysis

- Define the OML "design drivers." What's the best configuration for the required mission <u>from an aerodynamic point of view</u>?
- Ensure the concept is aerodynamically efficient. Think streamlined!
- Provide the neutral point to the configuration designer (use analysis codes, such as Vortex Lattice Method, etc.).
- Estimate zero lift drag, including skin friction, wave, form, and misc. drag. The FRICTION code is available for the skin friction and form drag estimate.
- Estimate the induced drag, establish a target span "*e*." (LIDRAG, etc.)
- Select the specific airfoils and design the wing (sweep, taper, twist) details in the second semester preliminary design
- Make the drag polars, and make sure *they are trimmed*.
- Provide estimates of C_{Lmax} (*trimmed*) for landing and takeoff and define the high-lift concept required to achieve that C_{Lmax}
- Work with Stability and Control: achieve target C_{m_0} , $C_{m_{\alpha}}$, etc.

Does It TRIM?



Aerodynamics

Торіс	Recommended References
Aerodynamics	
Review of Practical Aerodynamics	Chapter 2, Nicolai & Carichner, Ref. AVD 1
Selecting the Planform and Airfoil Selection	Chapter 7, Nicolai & Carichner, Ref. AVD 1
High-Lift Devices	Chapter 9, Nicolai & Carichner, Ref. AVD1
Estimating Wing-Body Aerodynamics	Chapter 13, Nicolai & Carichner, Ref. AVD 1
Aerodynamics	Chapter 12, Raymer, Ref. AVD 2 in PR
Wing Design	Chapter 5, Sadraey, Ref. AVD 5
The Anatomy of the Wing	Chapter 9, Gudmundsson, AVD 4
Aircraft Drag Analysis	Chapter 15, Gudmundsson, Ref. AVD 4
Aircraft Drag	Chapter 9, Kundu, Ref. AVD 8
Aircraft Drag and Wing Design	See Aerodynamics folder in Supplemental Reference Material folder on course site



AeroPropulsion Integration











AeroPropulsion Integration Lead R&Rs

Responsible for Propulsion System Integration with the Airframe

- Select the type of propulsion system appropriate for the specified design requirements
 - o turboprops, turbojets, turbofans, hybrid-electric, all electric, ...
- For an aircraft with turbine engines, define the thrust and fuel flow throughout the flight envelope. As a table, this is known as the *"Engine Deck"* from the days when the data was contained in a box of computer cards. Also, supply scaling and weight data to the performance person.
- Define the appropriate engine inlet and nozzle, or propeller system for each aircraft concept the group is investigating.
- Size the inlet capture area for engines and size the propellers.
- Estimate the installation losses.
- Jointly with Aero and S&C sub-team,
 - \circ define the thrust-drag bookkeeping system.

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Turbine Engine Selection Considerations

- Choose a suitable engine that can supply the required thrust
- Realistic propulsion expectations are essential
 - New engines built from scratch are VERY (VERY, VERY, VERY) expensive
 - Deciding to use a 'rubber' engine should take this real cost into account
 - Much of your load is fuel, so you better know how your engine will perform to justify fuel load
 - Real engines have real dimensions, (dry) weights, mass flow rates, inlet and exhaust flow effects, and noise
 - Use extensive engine databases for availability, performance, cost, etc.
- Sometimes new airframes do require new engines to meet stringent efficiency and emissions requirements
 - New technologies enable engines with (i) lean combustion for low Nox; (ii) high-temperature turbine materials for efficiency; (iii) transonic compressor/turbine designs; (iv) noise reducing inlets and exhausts



AeroPropulsion Integration

AeroPropulsion Integration	
Propulsion System Fundamentals	Chapter 14, Nicolai & Carichner, Ref. AVD 1
Turbine Engine Inlet Design	Chapter 15, Nicolai & Carichner, Ref. AVD 1
Corrections for Turbine Engine Installation	Chapter 16, Nicolai & Carichner, Ref. AVD 1
Propeller Propulsion Systems	Chapter 17, Nicolai & Carichner, Ref. AVD 1
Propulsion System Thrust Sizing	Chapter 18, Nicolai & Carichner, Ref. AVD 1
Propulsion	Chapter 13, Raymer, Ref. AVD 2
Propulsion and Fuel System Integration	Chapter 10, Raymer, Ref. AVD 2
Propulsion System Design	Chapter 8, Sadraey, Ref. AVD 5
Selecting the Power Plant	Chapter 7, Gudmundsson, Ref. AVD 4
The Anatomy of the Propeller	Chapter 14, Gudmundsson, Ref. AVD 4
Aircraft Power Plant and Integration	Chapter 10, Kundu, Ref. AVD 8
DEP, Hybrid Electric, Propellers and Open Rotors	See API folder in Supplemental Reference Material folder on course site



Vehicle Performance





Vehicle Performance Lead R&Rs

Responsible for Demonstrating that the Vehicle Can Perform the Mission

- Develop the mission profile(s).
- Make sure the airplane can perform the design mission, and define the fallout capability for other missions. This includes operation of the sizing code and generation of carpet plots illustrating the basic sizing in terms of thrust and wing area, and the constraint lines imposed by takeoff, landing, maneuver and acceleration requirements. Find and use the BCA/BCM (Best Cruising Altitude/ Best Cruising Mach number). Compute field performance.
- Make use of information from the
 - configuration designer regarding geometry
 - aero sub-team for aerodynamic characteristics
 - propulsion sub-team for basic "engine deck" data and corrections to account for installation
 - weights sub-team to establish system weights

Note: each one of the sub-teams should check the *output from sizing* to make sure that the data being used is correct.



Importance of Accurate Vehicle Performance Prediction

- Teams predict flight performance for all segments of the mission using appropriate analyses and simulations
- If actual flight performance differs from predictions, project faces undue risk:
 - Loss of Credibility
 - "Cannot Deliver What Was Promised"
 - Potential for Schedule Slip and Additional Cost
 - Flight Test "Surprises" → Schedule Slips and Additional Costs due to Design Modifications
 - **o** Dissatisfied Customer
 - Do Not Like Out-of-Spec Product or Late Delivery or Increased Cost

Timely Identification, Assessment, and Mitigation of Risks Ensures Project Success

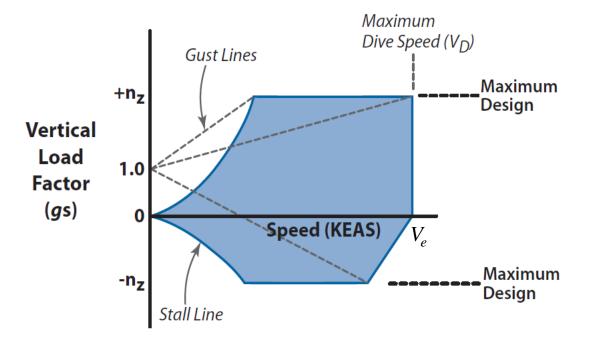


Vehicle Performance

Air Vehicle Performance/ Mission Analysis	
Aircraft Performance Methods	Chapter 3, Nicolai & Carichner, Ref. AVD 1
Takeoff and Landing Analysis	Chapter 10, Nicolai & Carichner, Ref. AVD 1
Performance and Flight Mechanics	Chapter 17, Raymer, Ref. AVD 2
Performance (GA Aircraft)	Chapters 16 thru 22, Gudmundsson, Ref. AVD 4
Aircraft Performance	Chapter 13, Kundu, Ref. 8
Performance	See Performance folder for misc documents in Supplemental Reference Material on course site



Structures & Materials





- Develop an <u>appropriate materials basis</u>
 - cost/complexity
 - example: compare volumetric efficiency of composites vs. wave drag penalty at supersonic speeds
- Define a <u>structural concept</u> that "supports" the configuration, *i.e.*, *identify the load paths* for wing, landing gear, tail, etc.
- Define <u>critical loads requirements</u> for defining structural design basis. Good V-n diagram info in many reference books as well as Part 23 or Part 25 FAR and MIL-SPEC documents.
- Define <u>Operational Limits</u> (Dive speeds, etc.)
- Size the structural components (skin, bulkheads, etc.) second semester
- Consult primary references: books by Nicolai, Raymer, Niu, Roskam, and Torenbeek.



Structures & Materials

Structures & Materials	
Structures and Materials	Chapter 19, Nicolai & Carichner, Ref. AVD 1
Structures and Loads	Chapter 15, Raymer, Ref. AVD 2
Aircraft Structural Layout	Chapter 5, Gudmundsson, Ref. AVD 4
Aircraft Loads	Chapter 5, Kundu, Ref. AVD 8
Airframe Structural Design	Book by Michael C.Y. Niu, Ref. STR 1
Composite Airframe	Book by Michael C.Y. Niu, Ref. STR 2
Structural Sizing	See Structures folder in Supplemental Reference Material on course site



Subsystems



Air Vehicle Subsystems Lead R&Rs

- Identify and make a list of systems for the aircraft per Design Guidelines
 - Landing Gear
 - Crew station requirements and cockpit layout
 - Avionics system
 - Flight control system and actuators
 - Passenger and cargo arrangement (volume and weight)
 - Weapons system if appropriate
 - Environmental Control System (ECS)
 - Thermal Management System
 - Fuel system
 - De-icing system
 - ...
- In Conceptual Design phase (1st semester):
 - Focus on relevant technology developments and current systems used
 - Concentrate on SWaP, i.e., size (volume), weight, and power requirements
- In Preliminary Design phase (2nd semester):
 - Select <u>specific</u> systems with more actual SWaP values



Subsystems

<u>Air Vehicle Subsystems</u>									
Crew Station, Passengers, and Payload	Chapters 9 & 11, Raymer, Ref. AVD 1								
Fuselage Design	Chapter 7, Sadraey, Ref. AVD 5								
Systems Architecures	Chapter 5, Moir & Seabridge, Ref. AS 1								
Aircraft Systems Examples	Chapter 10, Moir & Seabridge, Ref. AS 1								
Power Systems Issues	Chapter 11, Moir & Seabridge, Ref. AS 1 Chapter 12, Moir & Seabridge, Ref. AS 1 Book by Moir and Seabridge, Ref. AS 2 Book by Moir and Seabridge, Ref. AS 3								
Key Characteristics of Aircraft Systems									
Aircraft Subsystems Integration									
Civil Avionics Systems									
Military Avionics Systems	Book by Moir and Seabridge, Ref. AS 4								
Undercarriage	Chapter 7, Kundu, Ref. AVD 8								
Landing Gear and Subsystems	Chapter 11, Raymer, Ref. AVD 2								
Landing Gear Design	Chapter 9, Sadraey, Ref. AVD 5 Chapter 13, Gudmundsson, Ref. AVD 4 Book by Currey, Ref. AS 5 See Subsystems folder in Supplemental Reference Material folder on course site								
The Anatomy of the Landing Gear									
Aircraft Landing Gear Design									
Fuselage, Fuel Systems and Landing Gear									



Stability & Control

Dynamic Mode	MIL Stability Requirement
Phugoid	$\zeta_{ph} \ge 0.04$
Short Period	$0.3 \ge \zeta_{ m sp} \le 2.0$
Roll Subsidence	$T_R \le 1.4$
Spiral	$\mathrm{T}_{2s} \geq 20$
Dutch Roll	$\zeta_d \ge 0.08$



Handling Qualities Lead R&Rs

- Develop stability & control (S&C) requirements (criteria) for the mission.
- Decide how best to meet the requirements,
 - stable or unstable configuration?
 - canard or aft tail, etc.
- Estimate your design's <u>control power</u> (be able to trim with adequate control margin at critical points in flight envelope).
 - Are the control power requirements defined above met?
 - Use X-plots (scissor plots) to size the tails
- <u>Assess design stability</u> (use DigitalDATCOM or AVL or Tornado or some other Vortex Lattice Method).
- Decide on <u>control system</u>, such as fly-by-wire or fly-by-light.
- Meet MIL-SPEC and FAR requirements for flying qualities.

Contribute to the design concept and philosophy

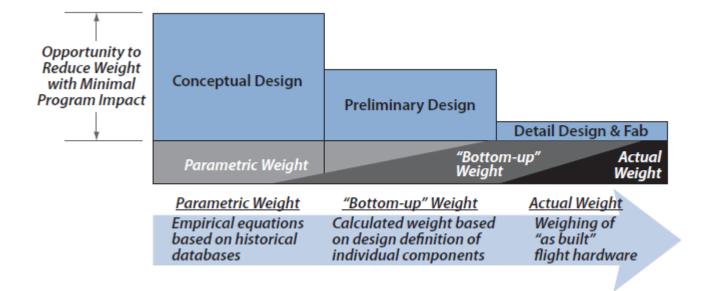


Stability & Control

Stability & Control	
Static Stability and Control	Chapter 21, Nicolai & Carichner, Ref. AVD 1
Trim Drag and Maneuvering Flight	Chapter 22, Nicolai & Carichner, Ref. AVD 1
Control Surface Sizing Criteria	Chapter 23, Nicolai & Carichner, Ref. AVD 1
Stability, Control, and Handling Qualities	Chapter 16, Raymer, Ref. AVD 2
The Anatomy of the Tail	Chapter 11, Gudmundsson, Ref. AVD 4
Tail Design	Chapter 6, Sadraey, Ref. AVD 5
Design of Control Surfaces	Chapter 12, Sadraey, Ref. AVD 5
Stability Considerations Affecting Aircraft Configuration	Chapter 12, Kundu, Ref. AVD 8
Boeing S&C Course Notes and Empennage Design	See Stabilty & Control folder in Supplemental Reference Material on course site



Weights (Mass Properties) & Balance





Weights (Mass Properties) & Balance Lead

- Responsible for estimation, prediction, determination, management, and tracking of weight, moments, centers of gravity, moments of inertia, and products of inertia
- <u>Estimate weights</u> using weights equations in Nicolai, Raymer, Torenbeek, and Niu
 - Roskam provides an entire book on weights estimation!
 - Shevell presents the Douglas wing weight Equation
- Generate the <u>standard weight statement</u>
- Using the concept layout sketch, provide the configuration designer/ integrator with <u>c.g. estimate</u>
- Include the <u>c.g. travel</u> with load and mission (check out the following link for the critical importance of managing c.g. travel)

http://www.military.com/video/military-aircraft-operations/aviationaccidents/cargo-shift-blamed-for-747-crash/2472237220001/



Weights & Balance

Weights & Balance	
Refined Weight Estimate	Chapter 20, Nicolai & Carichner, Ref. AVD 1
Weights	Chapter 15, Raymer, Ref. AVD 2
Weight Control and Balance	Chapter 16, Niu, Ref. AS 1
Aircraft Weight and Center of Gravity Estimation	Chapter 8, Kundu, Ref. AVD 8
Aircraft Weight Analysis	Chapter 6, Gudmundsson, Ref. AVD 4
Weight of Components	Chapter 10, Sadraey, Ref. AVD 5
Aircraft Weight Distribution	Chapter 11, Sadraey, Ref. 9 in PR
CG Limits and Weights & Balance	See Weights & Balance folder in Supplemental Reference Material on course site



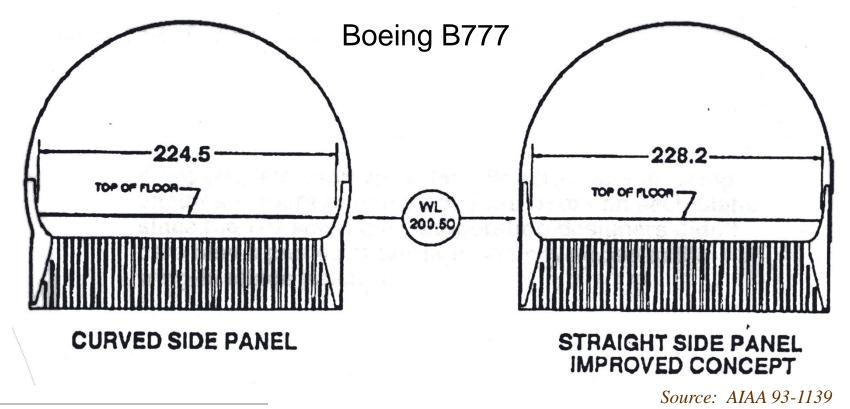
Cost & Manufacturing

Table 2 Baseline financial profile for a representative aircraft program

					De	velopment and	I M	anufacturing C	05	ts							
Cost Item	Year 1	Year 2		Year 3		Year 4		Year 5		Year 6	Year 7		Year 8		Year 9		Year 10
Development Engineering	\$958,226,808	\$958,226,808															
Annual Sustaining Engineering				\$163,179,558		\$326,359,115		\$489,538,673		\$652,718,231	\$652,718,23	31	\$489,538,673		\$326,359,115		\$163,179,55
Annual Fixed Expenses	\$19,164,536	\$19,164,536		\$3,263,591		\$6,527,182		\$9,790,773		\$13,054,365	\$13,054,36	5	\$9,790,773		\$6,527,182		\$3,263,59
Total Operating Expense	\$977,391,345	\$977,391,345		\$166,443,149		\$332,886,298		\$499,329,447		\$665,772,595	\$665,772,5	95	\$499,329,447		\$332,886,298		\$166,443,14
Annual Number of Aircaft Sold				50		100		150		200	200		150		100		50
Cummulative Sales				50		150		300		500	700		850		950		1,000
Unit Manufacturing Cost				\$31,903,038		\$21,014,255		\$17,235,169		\$15,017,889	\$13,629,34	14	\$12,822,210		\$12,375,688		\$12,143,647
Annual Manufacturing Cost			\$	1,595,151,881	-	\$2,101,425,486		\$2,585,275,307	1	\$3,003,577,753	\$2,725,868,83	36	\$1,923,331,494	-	1,237,568,757		\$607,182,37
Annual Total Costs	\$977,391,345	\$977,391,345	S	1,761,595,030		\$2,434,311,784		\$3,084,604,754	-	\$3,669,350,348	\$3,391,641,43	31	\$2,422,660,940	-	\$1,570,455,055		\$773,625,523
						Annual Sal	e s :	and Profits									
Annual Total Sales	\$ 1,124,000,046	\$ 1,124,000,046	\$ 2	2,025,834,284	\$	2,799,458,552	\$	3,547,295,467	\$	4,219,752,900	\$ 3,900,387,64	6	\$ 2,786,060,082	\$	1,806,023,313	\$	889,669,352
Average Sales Price				\$40,516,686		\$27,994,586		\$23,648,636		\$21,098,765	\$19,501,93	38	\$18,573,734		\$18,060,233		\$17,793,38
Annual Gross Margin (Dollars)	\$ 165,773,238	\$ 165,773,238	\$	430,682,403	\$	698,033,065	\$	962,020,160	\$	1,216,175,148	\$ 1,174,518,81	0	\$ 862,728,588	\$	568,454,556	\$	282,486,977
Annual Gross Margin (percent)	14.7	14.7		21.3		24.9		27.1		28.8	30	.1	31.0		31.5		31.8
Annual Profit Before Tax	\$ 146,608,702	\$ 146,608,702	\$	264,239,254	\$	365,146,768	\$	462,690,713	\$	550,402,552	\$ 508,746,21	5	\$ 363,399,141	\$	235,568,258	\$	116,043,829
Cumulative Profit	\$ 146,608,702	\$ 293,217,403	\$	557,456,658	\$	922,603,425	\$	1,385,294,138	\$	1,935,696,691	\$ 2,444,442,90	5	\$ 2,807,842,046	\$	3,043,410,305	\$:	3,159,454,133
Annual Percent Profit on Sales	13.0	13.0		13.0		13.0		13.0		13.0	13	.0	13.0		13.0		13.0
Average Unit Cost	\$ 24,222,482																

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- Cost estimation: The Critical Area—Start Early!
- All Team members should factor in cost considerations of their assigned area into every decision
- See CM A1
- Manufacturing planning



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Production Facility Design Considerations

- All planes must be made on a single line
- Simple yet effective production process



http://www.aero-news.net/images/content/genav/2004/CessnaFactory-1204b.jpg

- Location needs to be central and economic
- Kanban system
- "Lean Manufacturing" / Just-in-time production (JIT)



Cost & Manufacturing

Торіс	Recommended Reading
Cost & Manufacturing	
Life Cycle Cost	Ch. 24, Nicolai & Carichner, Ref. AVD 1
Cost Analysis	Ch. 18, Raymer, Ref. AVD 2
Aircraft Cost Analysis	Ch. 2, Gudmundsson, Ref. AVD 4
Aircraft Cost Considerations	Ch. 16, Kundu, Ref. AVD 8
Aircraft Manufacturing Considerations	Ch. 17, Kundu, Ref. AVD 8
Miscellaneous relevant topics	See Cost & Manufacturing subfolder in Supplemental Reference Material folder on Canvas course site







Getting Things Done – The Benjamin Franklin Way

- Less Talk, More Action
 - "Well done is better than well said."
- Don't Procrastinate
 - "Never leave that till tomorrow which you can do today."
- Be Prepared
 - "By failing to prepare, you are preparing to fail."
- Avoid Busywork
 - "Never confuse motion with action."
- Give Yourself Permission to Make Mistakes
 - "Do not fear mistakes.
 - You will know failure. Continue to reach out."
- Keep Going
 - "Diligence is the mother of good luck."
- Know [Prove] Yourself
 - "There are three things extremely hard: steel, a diamond, and to know one's self."
- Don't Give Up
 - "Energy and persistence conquer all things."
- Wise Up
 - "Life's tragedy is that we get old too soon and wise too late."





Work Hard, But Be Smart!



"Never confuse motion with action." -- Benjamin Franklin