DIGITAL AIRWORTHINESS TEAM CHARTER

FOR

AIR FORCE MATERIEL COMMAND (AFMC)

&

AIRWORTHINESS MANAGEMENT STEERING GROUP (AMSG)

Jacqueline S. Janning-Lask   **Date:**
Technical Airworthiness Authority (TAA)
AFLCMC/EN-EZ

Team Sponsor – AMSG

Thomas M. Fischer   **Date:**
Technical Airworthiness Authority (TAA)
AFMC/EN

Team Sponsor – AFMC

Steven A. Turek   **Date:**
AFMC/ENSZ

Team Chairperson

Pamela A. Kobryn   **Date:**
AFRL/RQS

Team Lead

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1. Purpose

This charter defines the roles and responsibilities of the Digital Airworthiness Team, which is responsible for consolidating communications and advising team sponsors on planning, road mapping, prioritizing efforts, and coordinating investments and technology/process transitions, for digital advancements in DAF airworthiness. This charter outlines an agreement amongst the team and its sponsors concerning membership, responsibilities, resources, products, and working groups for which the team is responsible.

2. Team Vision Statement

Seamless and persistent collaboration between airworthiness stakeholders and digital technologists that drives the advancement and integration of digital technologies including integration, visualization, automation, data normalization, and virtualization into the USAF Airworthiness Certification process.

3. Team Products

The team will be responsible for developing, sustaining, and delivering the following Digital Airworthiness (AW) work products to the team sponsors:

3.1. Work Products

- Digital Airworthiness Primer – defines digital transformation as it would relate to airworthiness
- Airworthiness Primer for Digital Technologists – summarizes the airworthiness process and provides examples
- Digital Airworthiness Sight Picture – captures the current state of AW with respect to "digital" and includes an explanation of what major gaps, challenges, and opportunities exist
- Strategic Plan & Execution Guidelines – communicates the team's goals, strategy, decision making, strategy implementation, and lessons learned
- Plan of Action & Milestones (POAM) – defines the detailed tasks and required resources needed to accomplish the team's strategic plan
- Working Group Charter Template & Participation Guidelines – communicates each working group's purpose, work products, organization, responsibilities, operating procedures, and definition of success
- Technology & Process Development Roadmap – provides a framework to plan, align, and coordinate technology and process developments to address priority gaps/challenges while considering implementation timelines
- List of Challenges and Achievements – identifies challenges to and achievements in reaching the defined goals

3.2. Charter Addendums

- Team Members & Succession Plan – defines the plan to maintain critical team roles and skills needed to achieve the team vision and goals
- Key Stakeholders – lists those with interest in this effort that can affect and/or be affected by the outcome

- <u>Communication Plan</u> – defines the plan to deliver team communications to stakeholders

4. Team Organization

4.1. Team Sponsors

- AFMC representative:
  - Mr. Thomas M. Fischer – AFMC/EN (Director / TAA)

- AMSG representative:
  - Ms. Jacqueline S. Janning-Lask – AFLCMC/EN-EZ (Director / TAA)

4.2. Team Membership

Team membership includes representatives from several organizations as identified below. The current Members may add other Members if their skills or expertise support the goals of the charter and if their owning organization is supportive of their participation.

- Chairperson
- Lead
- Engineering Home Office Representative(s)
- Program Executive Office (PEO) Representative(s)
- System Program Office (SPO) Representative(s)
- USAF Airworthiness Office Representative(s)
- Rapporteur

4.3. Team Responsibilities

The team has all necessary authority to consolidate communications pertaining to digital advancements in USAF airworthiness. In addition, it has all necessary authority to advise sponsors on strategic planning; recommended technology developments; investment and transition coordination; process modifications; and roadmapping/prioritizations associated with digital advancements in USAF airworthiness.

The team will be measured by the following milestones:

- AF Digital Airworthiness vision approved by the AMSG
- Strategic Plans concurred with key stakeholders
- 5-year technology development/deployment roadmap approved by the AMSG
- Working Group Charter Template and Guidelines approved by the team
- Communication Plan concurred with key stakeholders
- Execution of pilot project from the Technology Development Roadmap

4.4. Working Group Responsibilities

Team sponsor approved working groups will be established as needed to generate and implement strategic plans, technology developments, process modifications, and

roadmaps. These groups operate with sufficient technical focus to address specific short or long-term objectives and deliverables.

Working groups have the following responsibilities:

- Execute projects and tasks assigned by the team
- Develop a working group charter to capture the purpose of the group and to define success
- Adhere to working group Guidelines and report progress to the team and group sponsors
- Deliver associated deliverables to team and group sponsors

When a working group has completely addressed a need or no longer has sufficient resources to proceed, the working group will be stood down.

4.5. Individual Responsibilities

Below are the individual responsibilities for the team members:

- Chairperson
  - Provides broad guidance and delegates appropriate authority to Members
  - Maintains the team charter
  - Keeps team sponsors and higher level stakeholders informed
  - Initiates and approves the development and implementation of working groups
  - Serves as the Lead in his/her absence
  - Serves as a point of contact in accordance with communication plan
  - Requests and allocates budget
  - Evaluates and approves completed Member tasks/commitments and final team work products
  - Approves changes in team and working group direction
  - Assigns responsibilities to the Lead
  - Other duties as needed

- Lead
  - Serves as a point of contact in accordance with communication plan
  - Reports directly to the Chairperson and performs assigned duties
  - Serves as the Chairperson in his/her absence
  - Directs and oversees team activities
  - Assigns responsibilities and tasks to Members
  - Leads regular team meetings
  - Evaluates and approves completed Member tasks/commitments
  - Reviews and coordinates final team work products
  - Establishes the team collaboration site (paragraph 5.3)
  - Manages working groups
  - Other duties as assigned by Chairperson

- Members
  - Serve as a point of contact in accordance with communication plan

- o Familiarize themselves with the AW process and execution, current digital AW initiatives, Model Based Systems Engineering (MBSE), digital engineering, and digital process technologies (e.g. Teamcenter, PTC Windchill, Microsoft SQL Server, etc.)
  - o Complete assigned tasks and commitments on time
  - o Attend the Member required meetings in paragraph 5.1
  - o Other duties as assigned by Chairperson or Lead

- • Rapporteur
  - o Schedules and attends regular team meetings
  - o Records team meeting minutes and maintains the team scoreboard
  - o Manages team work products (including configuration control)
  - o Maintains the team collaboration site (paragraph 5.3)
  - o Other duties as assigned by Chairperson or Lead

5. Team Operating Procedures

5.1. Meetings

The team will conduct the following meetings:

- • Weekly Sync
  - o Length: 30-60 minutes
  - o Objectives: Status and update Member commitments; assign action items; and vocalize questions, concerns, and needs for assistance
  - o Participants: All Members

- • Update to AMSG (tri-weekly)
  - o Length: 15-30 minutes
  - o Objective: Stay coordinated with the AMSG
  - o Participants: Chairperson and/or Lead

The Lead will determine the necessity of each meeting and whether a sufficient quorum has been achieved. Any additional "special" team meetings necessary can be initiated by either the Chairperson or Lead.

5.2. Tasks and Assignments

Tasks and assignments to Members can come from either the Chairperson or Lead. All completed tasks will be reviewed and approved by the Chairperson and Lead. A list of tasks, their Member assignments, and completion status will be on the team collaboration site. Team documentation and work products will be maintained on the collaboration site.

Members will establish weekly commitments and report on previous week's commitments progress during the weekly team sync (paragraph 5.1). The Rapporteur will keep a scoreboard to track Member commitments and the team's progress toward major milestones/goals. All completed task/commitment products will be submitted on the team's collaboration site for review by the Chairperson and Lead. Proposed

tasks, task assignments, and working groups will be approved by the Chairperson and Lead.

5.3. Communication

The Chairperson will be responsible for communicating team progress to the team sponsors on a tri-weekly basis. The Chairperson will also be responsible for requesting strategic leadership and/or sponsor assistance when required.

The Lead will be responsible for communicating team progress to key government and industry stakeholders on a quarterly basis. The Lead will also be responsible for establishing the team collaboration site.

Team collaboration and communication will primarily occur on the collaboration site.

5.4. Configuration Management

The Rapporteur will be responsible to ensure configuration management of team products is accomplished.

5.5. Disputes

Disputes that cannot be resolved amongst Members will go to the Lead for a determination; final authority, lies with the Chairperson.

6. Success

The team is successful when the vision is achieved as evidenced by completion of the milestones outlined in section 3 and the work products are applied in the execution of the full strategic plan.

7. Term of Charter

This charter may be updated as necessary. The Chairperson will determine when the updated charter shall be approved by signature at the same level as the initial charter. The team is intended to endure until which time the sponsors see no further benefit.