

NCI Charrette System

The Breakthrough Planning Tool for Community Transformation



In-House Certificate Trainings

Train your staff, while planning your projects:

Leave with Your Projects Planned

- The NCI customizes the training to include up to four of your projects as case studies.
- Each team takes a project through guiding principles to charrette scheduling.



Build Team Learning

- Your key staff receive certificate training through collaborative, team-building exercises.
- The training provides a unique opportunity for your team members to understand one another's roles in the project.



Learn How to Plan Successful Charrettes

- The entire NCI Charrette System™ is taught along with primary skills, tools and techniques.
- Participants leave the training knowing how to plan a successful charrette.

Recent In-House Training Clients

To view the complete list of trained communities and companies, visit the [NCI website](http://charretteinstitute.org).



“The course was great! Well worth the time and expense. I have been doing charrettes for 25+ years. I just wish I could have taken this course earlier.”

– Steven Price, Principal, The Front Street Partnership, LLC.



“Very applicable to how we do our work! Tools and techniques that we learned over the past three days will help improve VHB's practice!”

– Ken Schwartz, Principal, Director of Planning, Vanasse Hangen Brustlin, Inc.



National Charrette Institute
MICHIGAN STATE UNIVERSITY

Human Ecology Bldg., 552 W. Circle Dr., Rm. 112, East Lansing, MI 48824
Phone: (517) 884-0795 charretteinstitute.org

NCI Charrette System™ Certificate Training

2.5-Day Training In-House Option

Course Content

The purpose of this training is to teach the tools and techniques for planning and running a successful project using a NCI charrette and to give participants a practical understanding of the power of the NCI Charrette System™ to create sustainable communities. The course begins with a comprehensive overview of the entire NCI Charrette System™ including a day-by-day account of the process and products of a recent charrette. This overview sets the framework for in-depth case study exercises, conducted in a small team format, which teach the essential tools for assessing and planning a project using a NCI charrette. Discussions include charrette team capabilities and chemistry, charrette studio set-up, budgets, and stories from famous charrette successes and failures.

Your key staff will learn about the necessary ingredients for a successful charrette and relate each strategy to their current projects. They will learn by doing, through a series of hands-on exercises in small teams, using your organization's projects as case studies. This course is taught to a maximum of 32 participants.

Case Study Exercises

The teams assess and plan your case studies starting with the highest level of guiding principles and ending with the day-by-day, hour-by-hour charrette schedule.



Guiding Principles

Develop a shared set of core values that guide the project.

Objectives & Measures

Create stakeholder ownership in the metrics used in design decisions.

Stakeholder Analysis

Determine the “wins” for the decision-makers, potential promoters and blockers and decide when and how they are involved.

Project Products

Decide on the charrette production goals.

Complexity Analysis

Rate the level of site, politics, economics, market, environmental, transportation, and regulatory difficulty.

Charrette System Roadmap

Chart the critical path processes for the entire project process.

Charrette Ready Plan

Identify the tasks, schedules, roles, and responsibilities for charrette preparation and determine the charrette date.

Charrette Schedule

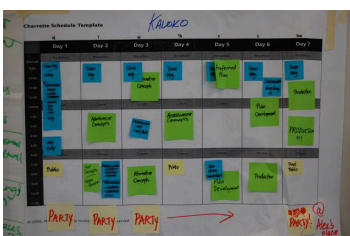
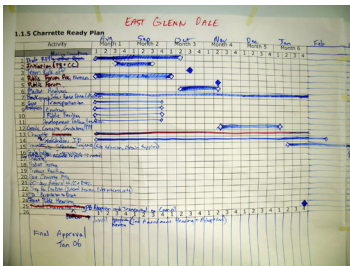
Schedule the daily work and meetings of a multiple-day charrette.

Charrette Team Formation

Decide on the team make-up and chemistry — who is present and when in relation to the budget.

Hands-on Workshop Facilitation

Facilitate a set of small table hands-on exercises in a public meeting role-play.



NCI Charrette Management and Facilitation™ Certificate Training

1-Day Training In-house Option

Course Content

The purpose of this training is to teach the detailed tools and techniques for managing a multiple-day, NCI charrette event. The training tracks the roles, responsibilities and strategies of the charrette manager throughout a multiple-day charrette. Students are provided with a set of invaluable daily task lists for setting up and maintaining the charrette studio and managing the complicated charrette production process. Management exercises include studio floor plan and equipment organization, alternative project plan assessment and synthesis, and charrette resources management. A highlight of the course is the public meeting facilitation role-playing exercise, in which students practice their skills at running a dicey public meeting.



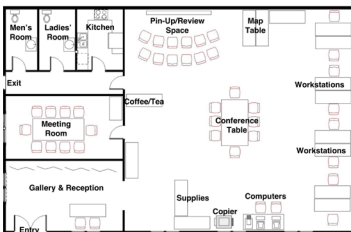
Charrette Management

- General management checklists: Opening day, daily and last day management.
- Studio set-up and management: Studio floor plans, set-up checklists.
- Handling communications and the press.
- Team organization and management.
- Production Management.



Public Meeting Facilitation

- Meeting planning and set-up.
- Facilitation skills and techniques.
- Role-playing exercises for dealing with unexpected occurrences in public meetings.



The Charrette Design Decision-Making Process

- Experience the workings of the mid-course charrette team design pin-up.

Prerequisite: Prior to attending the NCI Charrette Management and Facilitation™ training, individuals must have attended the NCI Charrette System™ training (public, online or in-house).



“Very helpful information. A full, rounded explanation of the charrette process. I will definitely refer folks to this course, and will encourage them to stay for the whole week.”
– Kiley Lyons, Project Manager/Planning Group Leader, Planning & Design Group, URS.

“Great course for professionals. I would have been missing out if I had not taken the Manager course.”
– Dawn Boutilier, City of Calgary.

These trainings are approved by the AIA for continuing education hours (CEH) units, and the AICP for certification maintenance (CM) credits. NCI Charrette System Training = 15.25 credit hours. NCI Charrette Management and Facilitation™ Training = 6.5 credit hours.

