



National Charrette Institute  
MICHIGAN STATE UNIVERSITY

## **Online Complete Charrette System Certificate Course Pacing Guide for Asynchronous Learning**

The following plan is provided to guide you through completing the entire Online Complete Charrette System course in a two-week timeframe, expecting approximately 5 hours per week being invested in video content in the course. This time does not factor in readings, exercises or activities. *Module 3 and especially Module 4 have exercises that may take up to an hour each to complete.* A summary of the plan is below, including a list of content to be completed each week to complete the course in this schedule.



**WEEK 1**

| Monday                              | Tuesday  | Wednesday   | Thursday   | Friday  |
|-------------------------------------|--|---|--|---|
| <b>Orientation Module [~8 mins]</b> | <b>Module 1: Review of Public Participation (PP) [~47 mins]</b> <ul style="list-style-type: none"> <li>• What is PP</li> <li>• Why is PP important</li> <li>• Understanding trust</li> <li>• Addressing capacity and stakeholder needs</li> <li>• Mismatched tools and purposes</li> <li>• <i>PP Assessment</i></li> </ul> | <b>Module 2: Review of Facilitation [~ 120 mins (2 hrs)]</b> <ul style="list-style-type: none"> <li>• Overview of Facilitation</li> <li>• Meeting Design and Facilitation</li> <li>• Foundational Skills of Facilitation</li> <li>• Facilitation Tools</li> </ul> | <b>Module 3: Overview of Charrettes [~140 mins (2.5 hrs)]</b> <ul style="list-style-type: none"> <li>• What is a charrette</li> <li>• Why we do charrettes</li> <li>• Phases overview</li> <li>• Phase 1: Prep overview</li> <li>• Phase 2: Charrette overview</li> <li>• Phase 3: Implementation overview</li> <li>• Readiness</li> </ul> | <b>Module 4: Charrette Preparation [~18 mins]</b> <ul style="list-style-type: none"> <li>• Guiding Principles</li> <li>• Objectives, Measures, Product, Team</li> </ul> |

**WEEK 2**

| Monday  | Tuesday   | Wednesday   | Thursday   | Friday   |
|---|---|---|--|--|
| <b>Module 4: Charrette Preparation (cont.) [~74 mins (1.25 hrs)]</b> <ul style="list-style-type: none"> <li>• Stakeholder Analysis</li> <li>• Outreach vs. Inreach</li> </ul> | <b>Module 4: Charrette Preparation (cont.) [~14 mins]</b> <ul style="list-style-type: none"> <li>• Data preparation</li> <li>• Place preparation</li> <li>• <i>Complexity Analysis</i></li> </ul> <b>Module 4d: Charrette Preparation [~3 mins]</b> <ul style="list-style-type: none"> <li>• Roadmap</li> </ul> | <b>Module 4: Charrette Preparation (cont.) [~13 mins]</b><br>Schedule, Budget | <b>Module 4: Charrette Preparation (cont.) [~30 mins]</b> <ul style="list-style-type: none"> <li>• Meeting Planning</li> </ul><br><b>Module 5: Managing the Charrette [~110 mins (1.8 hr)]</b> <ul style="list-style-type: none"> <li>• Meeting facilitation</li> <li>• Studio set up and management</li> <li>• Communications Production and team management</li> </ul> | <b>Module 6: Implementation and Evaluation [~18 mins]</b> <ul style="list-style-type: none"> <li>• Implementation and Evaluation</li> <li>• Documenting the engagement and developing reports</li> <li>• Debriefing, evaluating and learning from the experience</li> </ul> <b>Conclusion Module [~1 mins]</b> |