



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

- 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

"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.



Recent In-House Training Clients:

U.S. General Services Administration
 Washington Metropolitan Area Transit Authority
 City of Providence, Rhode Island
 City of San Diego, City Planning & Community Investment
 Sarasota County Planning Services
 Baltimore County Office of Planning
 Regional Planning Commission of Greater Birmingham
 HDR, Inc.
 URS Corporation
 Glatting Jackson Kercher Anglin
 Vanasse Hangen Brustlin, Inc.
 Matrix Architects Engineers Planners, Inc.
 GBBN Architects
 County of Hawaii



NCI Charrette System™ Certificate Training

3-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

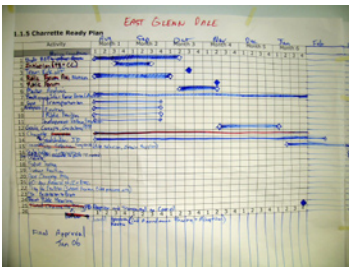
Develop a shared set of core values that guide the project.

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.

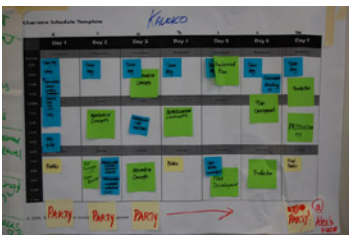


Charrette Ready Plan

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 ½-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 NCI Charrette Management and Facilitation™, individuals must have attended the NCI Charrette System™ training (public 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

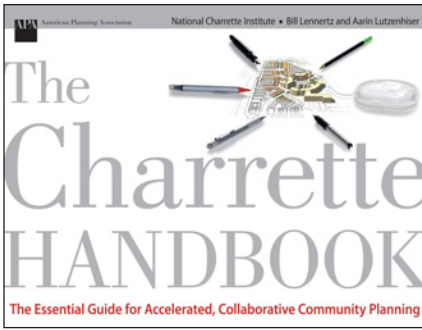
"Great course for professionals. I would have been missing out if I had not taken the Manager course."

-Dawn Boutilier, City of Calgary

These trainings are accredited with the AIA for continuing education system (CES) units and with the AICP for certification maintenance (CM) credits. NCI Charrette System Training = 18 credit hours. NCI Charrette Management and Facilitation™ Training = 9 credit hours.



NCI Educational Resources



The Charrette Handbook

A complete desktop reference for professional planners and community members alike

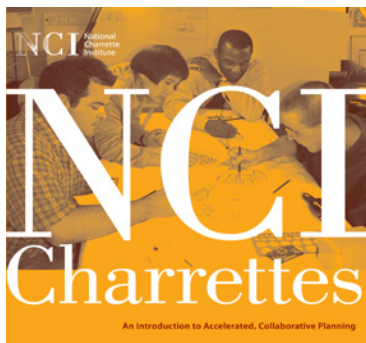
National Charrette Institute: Bill Lennertz, Aarin Lutzenhiser

Foreword by Andres Duany

The Charrette Handbook is the first comprehensive step-by-step guide for how to plan and hold a successful charrette. Based on the NCI Charrette System™ certificate training curriculum developed by the National Charrette Institute, the book offers practical tips on everything from pre-charrette preparations to project implementation. With handy charts and easy-to-follow examples, the handbook is an invaluable how-to manual for anyone organizing a charrette.

Other highlights include the first history of charrettes and tips and stories from the field by 25 leading charrette practitioners including: Elizabeth Plater-Zyberk, Ray Gindroz, Victor Dover, Dan Burden, Bruce Race, Doug Kelbaugh, Steve Coyle, Gianni Longo.

\$39.95



NCI Charrettes CD-ROM

A concise overview of NCI Charrette System™ for developers, community advocates, elected officials, planning staff and consultants

The *NCI Charrettes* CD-ROM is the most affordable and concise summary available of the NCI Charrette™ System as taught in the NCI Charrette System™ and NCI Charrette Management and Facilitation™ certificate trainings. The NCI Charrette System™ is an accelerated, collaborative community planning process. The CD includes a slideshow narrated by *The Charrette Handbook* authors Bill Lennertz and Aarin Lutzenhiser.

\$32



The NCI Charrette Planner Forms Kit™ and

The NCI Charrette Manager Forms Kit™ on CD-ROM

Project management tools for professionals planning and managing charrettes

Available now, for the first time, an electronic project management toolkit based on the NCI Charrette System™ and NCI Charrette Management and Facilitation™ certificate trainings. These CD-ROMs contain the complete set of electronic forms and checklists, providing a step-by-step framework and making it easy to apply all of the NCI Charrette System™ tools and techniques to your project. Fill them in digitally and print for your manager binder or enlarge and print them as wall charts to fill-in by hand at team meetings. They can be customized, saved and used over and over again for all of your projects.

Forms include: Objectives, Measures and Strategies, Project Mission, Project Products, Project Complexity Analysis, Stakeholder Analysis, Dynamic Planning Roadmap, Charrette Ready Plan, Charrette Schedule, Charrette Team Formation and Charrette Team Assignment Matrix. Checklists include: Studio Logistics, Set-up, Food and Supplies, Charrette Manager Daily Checklists, Public Meeting #1, and Plan Implementation.

vol. 1 \$150, vol. 2 \$190 (\$290 purchased together)

to order visit www.charretteinstitute.org