National Charrette Institute
MICHIGAN STATE UNIVERSITY

Online Complete Charrette System Certificate Course Schedule for Blended Learning

The following plan is provided to guide you through completing the entire blended, online Complete Charrette System course in 2 weeks, expecting approximately 11 hours per week being invested in the course. This time does not factor in readings or activities. A summary of the plan is below, including a list of content to be completed each day and week to complete the course in this schedule.

WEEK 1					
	Monday **2 hrs total**	**Tuesday** **46 mins total**	**Wednesday** **1.5 hrs total**	**Thursday** **2.5 hrs total**	**Friday** **3.75 hrs total**
Asynchronous Learning	**Orientation Module [~8 mins]**	**Module 1: Review of Public Participation (PP) [~46 mins]** • What is PP • Why is PP important • Understanding trust • Addressing capacity and stakeholder needs • Mismatched tools, purposes • *PP Assessment*	**Module 2: Review of Facilitation [~ 90 mins (1.5 hrs)]** • Overview of Facilitation • Meeting Design and Facilitation • Foundational Skills of Facilitation • Facilitation Tools	**Module 3: Overview of Charrettes [~140 mins (2.5 hrs)]** • What is a charrette • Why we do charrettes • Phases overviews • Readiness	**Module 4: Charrette Preparation [~16 mins]** • Guiding Principles • Objectives, Measures, Product, Team
Synchronous Lab Practice	**Lab 1: Orientation [2.0 hrs]** • Introductions • Course Expectations • Orientation to apps • *What's in a Name?* • Q&A				**Lab 2: Principles to Product Matrix [3.5 hrs]** • Review, Q&A • *Guiding Principles* • *Objectives, Measures, Product, Team* • Q&A
WEEK 2					
	Monday **3.75 hrs total**	**Tuesday** **30 mins total**	**Wednesday** **3 hrs total**	**Thursday** **2 hrs total**	**Friday** **1.25 hrs total**
Asynchronous Learning	**Module 4: Charrette Preparation (cont.) [~66 mins (1.1 hrs)]** • Stakeholder Analysis • Outreach vs. Inreach	**Module 4: Charrette Preparation (cont.) [~14 mins]** • Data preparation • Place preparation • *Complexity Analysis* **Module 4: Charrette Preparation (cont.) [~3 mins]** • Roadmap **Module 4: Charrette Preparation (cont.) [~14 mins]** • Schedule, Budget		**Module 4: Charrette Preparation (cont.) [~22 mins]** • Meeting Planning **Module 5: Managing the Charrette [~104 mins (1.7 hr)]** • Meeting facilitation • Studio set up and management • Communications Production and team management	**Module 6: Implementation and Evaluation [~18 mins]** • Implementation and Evaluation • Documenting the engagement and developing reports • Debriefing, evaluating and learning from the experience **Conclusion Module [~1 mins]**
Synchronous Lab Practice	**Lab 3: Stakeholder Analysis [2.5 hrs]** • Review, Q&A • *Stakeholder Analysis* • *Cultural Competency* • Q&A		**Lab 4: Roadmap, Schedule, Budget [3 hrs]** • Review, Q&A • *Roadmap* • *Schedule* • Q&A		**Lab 5: Wrap Up [1 hr]** • Review • Q&A



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