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Integrative Process and Eco-Charrette for Green Building Projects



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ONLINE TRAINING BY KRISHNAJI PAWAR LEED AP(BD+C),GSAS CGP,GCP,ISO 14001

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MODULE 06

Planning and Developing the Charrette

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Planning and Developing the Charrette

This lecture covers the details of the charrette planning process. Charrettes can take more time, planning, and resources to organize than most people realize. Be sure to carefully review the sections in this chapter to avoid problems during the charrette.



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LEARNING OBJECTIVES

- **Develop an Agenda**
- **Confirm Availability of Key Players**
- **Assemble and Distribute Participant and Resource Materials**
- **Provide Information for the Predesign Energy Analysis**

Planning and Developing the Charrette





Charrettes require more planning, time, and resources than most people realize. To avoid charrette issues, read this chapter carefully.

Two to three months before the event...

- Develop an agenda.
- Confirm the availability of key players.
- Confirm arrangements with the speakers.
- Invite participants and track responses.
- Provide all information for the predesign energy analysis.
- Finalize the budget, expenditures, and resources.
- Make logistical arrangements.
- Assemble and distribute participant and resource materials.
- Develop evaluation forms.
- Arrange for continuing education units.
- Consider a pre-charrette survey.



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- Develop an agenda.
- Welcome and Introductions
- Keynote Speech
- Project Overview
- Technical Presentations
- Breakout Groups and Reporting

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Confirm Availability of Key Players

- **Facilitators :**We also emphasized the importance of gaining the commitment of these people early in the planning process. In addition to the characteristics of a good facilitator, the overall facilitator must be qualified to emcee the event.
- **Speakers :** As soon as the steering committee agrees on potential speakers, contact them and obtain commitments for participating in the event.
- **VIPs :** Inviting VIPs to participate in all or key parts of a charrette has two primary benefits:

1. VIPs demonstrate support for the event and the project by making time in their schedules to participate.
2. VIPs develop a personal commitment to seeing a successful end to the project.

Confirm Arrangements With the Speakers

- **Ask the speakers for a list of needed AV equipment and special supplies, or tell them what's available.**
- **Sometimes speakers bring their own gear.**
- **Make sure the speaker's laptop works with the video projector.**
- **Before the event, ask speakers to submit their presentation materials.**
- **Before the event, all speakers' electronic presentations can be loaded onto one computer.**
- **Find out if the speakers will bring extra materials.**



Invite Participants and Track Responses

- Finalize the participant invitation list, including each invitee's contact information (name, title, company, address, phone number, and email address).
- Send a "Save the Date" notice as soon as possible after finalizing the guest list, roughly two months prior to the event date.
- This announcement alerts invitees to the event and encourages them to schedule it into their calendars. (Although the "save the date" announcement is optional, it encourages potential attendees to mark the dates on their calendars.)



Provide Information for the Predesign Energy analysis.

- Finalize the participant invitation list, including each invitee's contact information (name, title, company, address, phone number, and email address).
- Send a "Save the Date" notice as soon as possible after finalizing the guest list, roughly two months prior to the event date.
- This announcement alerts invitees to the event and encourages them to schedule it into their calendars. (Although the "save the date" announcement is optional, it encourages potential attendees to mark the dates on their calendars.)



Provide Information for the Predesign Energy analysis.

- Depending on project size and detail, predesign energy analysis can take several days to weeks. Give the energy consultant all necessary information before the charrette. Set a deadline for analysis results before the charrette.
- Finalize the budget and decide if attendees must pay. You may need to charge a small fee for snacks, meals, or mailing materials to participants.
- Contact kickoff meeting partners. Early in planning, get commitments from these partners to cover specific costs. The steering committee can better estimate event costs and decide whether to charge a registration fee by knowing what contributions to expect.



Finalize the budget, expenses, and resources.

- Finalize the budget and determine whether the participants will need to pay to attend. You may need to charge a small fee to cover the cost of snacks and meals or to mail materials to the participants.
- Follow up with the potential partners identified during the kickoff meeting. Obtain commitments from these partners early in the planning process to defray specific costs. Knowing at the outset what contributions to expect will enable the steering committee to more accurately estimate the out-of-pocket event expenses and determine whether to charge a registration fee.



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