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INTEGRATIVE PROCESS AND ECO-CHARRETTE
FOR GREEN BUILDING PROJECTS
ONLINE PROFESSIONAL COURSES LED BY THE WORLD'S TOP SPECIALISTS
ONLINE TRAINING BY KRISHNAJI PAWAR
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MODULE 08

Follow-Up and Next Steps

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Follow-Up and Next Steps

The follow-up is an important element of the event. In this part of the process, confirmation is established on the project's goals, and momentum is generated for moving the project to completion. In this lecture, we describe how to follow up on a charrette, the materials that must be produced, and how to produce them.



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LEARNING OBJECTIVES

- **Hold a Debriefing Meeting**
- **Prepare a Report About the Results**
- **Follow Up With the Participants**

Follow-Up and Next Steps

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Event follow-up matters. In this step, project goals are confirmed and momentum is generated for completion. This lecture covers charrette follow-up, materials, and production.

Within a month after the event . . .

- Hold a debriefing meeting.
- Prepare a report about the results.
- Follow up with the participants.
- Encourage the participants to stay involved.
- Analyze and summarize the evaluations.
- Evaluate the value of follow-up events.



Hold a Debriefing meeting.

- Conduct a debriefing meeting with the steering committee to wrap up the process of planning and conducting the charrette and to discuss the outcomes.
- It is best to hold this meeting in the evening or morning after the event.
- Use this time to review the success of the event activities, clarify the decisions and project directions agreed on by the participants,and consider the next steps.
- Action items resulting from the debriefing meeting should include assigning responsibilities and completion dates for the remaining items discussed in this chapter.



Prepare a Report About the Results

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- Always produce a written report that summarizes the results of the event.
- Breakout group facilitators should plan to take notes or assign a breakout group member to be a scribe.
- At the end of the event, these notes should be given to the person who will prepare the final report, or the facilitators should be asked to summarize their groups' work and forward it to the final report writer.
- It is best to develop an executive summary (one page front and back) of the most important outcomes to accompany the more detailed report.
- A draft of the executive summary can usually be produced within a week after the event and can help to maintain momentum and align perceptions about the event.



Prepare a Report About the Results +

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- Make the final report available to those who want more detail about the event and its results.
- Circulating a draft report allows the final report to include participant comments, additions, and corrections.
- A support letter or letter of commitment from the owner or key stakeholder is a valuable addition to the final report.

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Follow Up With the Participants

- **After the event, greening begins. A good post-event follow-up will maintain energy and momentum.**
- **Produce the executive summary one to two weeks after the event. Send it to all participants to thank them for their time, expertise, and energy in making the charrette a success.**

Encourage the Participants To Stay involved.

- Identify and establish concrete subsequent actions, while designating individuals to assume leadership roles for each step.
- Please schedule a designated time for the purpose of reconvening in order to present a comprehensive report on the immediate outcomes of this charrette.
- This report is intended to be shared with the participants, a select committee, or a larger assembly.



Analyze and Summarize the evaluations.

- It is advisable to promptly assess the evaluations following the conclusion of the event.
- The final report should incorporate both a summary and an analysis of the provided feedback.
- This information can also prove to be highly beneficial when strategizing for forthcoming high-performance initiatives.



Evaluate the Value of Follow-Up events.

- Partners can also contribute to the maintenance of momentum.
- Follow-up events can be sponsored by local chapters of the AIA COTE, ASHRAE, environmental groups, and other relevant organizations to facilitate the continuation of networking and training opportunities that were initiated during the initial event.
- In certain instances, the occurrence will be integrated into a continuous environmentally friendly network within the vicinity.



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