

## Charette Procedure

**The Charette Procedure** is a group idea generating and prioritizing tool. Its strength is its ability to address several issues at once in a highly interactive group setting. The Charette Procedure involves several small groups simultaneously discussing parts of the "big picture," then passing their ideas on to the next group for refinement, enlargement, and eventually, prioritization. The Charette Procedure is especially useful when a group has decided what they want to do, but is unsure of all the details involved in how to do it.

### EFFECTIVE IN

- Addressing several issues simultaneously
- Encouraging active participation
- Sharing leadership among group members
- Building on ideas generated by others
- Keeping discussion active and interesting

### PROCEDURE

1. Divide the participants into small groups (5 - 7 people).
2. Ask each group to select a recorder, and then provide each group with a discussion topic or question. If there are many small groups, some groups may get the same discussion topic or question; otherwise, each group should get a different topic for discussion.
3. Establish a time limit (8 to 10 minutes) for the groups to generate ideas in response to the topic. The recorder should write down all responses.
4. The leader gives a two minute warning then calls time at the end of the time period. The recorders take the list of responses from their group and rotate to the next group, i.e., the topic goes with the recorder. A suggested rotation order for the recorders (and the topics) is shown below.
5. Once the recorder joins his/her new group, all groups are asked to review the information generated by the previous group and quickly add any other ideas they have.
6. Repeat steps 3 - 5 until each group has had an opportunity to discuss every issue. During the last rotation, each group should prioritize the most significant or important ideas generated on that topic.
7. The total group is reconvened. Each recorder displays the newsprint and summarizes the discussion and priorities generated by the topic.
8. At this point, the total group may want to discuss the small group reports and review priorities and reach consensus.