**Purpose:**

To generate and prioritise ideas and solutions when working with teams by using a brainstorming style methodology

This tool is useful for involving teams in problem solving, decision making and planning activities. One of the major benefits of using the Charette Procedure is versatility in encouraging joint working and the ability to address several issues simultaneously in a highly interactive group setting.

This tool is particularly useful when a team has decided what needs to be done, but is unsure how to do it. The Charette Procedure requires a number of small groups or teams to simultaneously discuss different elements or parts of a much larger issue or problem. They then share their ideas and thoughts to one of the other teams for further refinement, development and prioritisation.

The tool is ideal for:

* Engaging teams and individuals in identifying ideas and solutions
* Generating and building on ideas
* Getting people to accept ideas and solutions proposed by different people
* Working on several issues at the same time
* Breaking large complex issues and problems into smaller, more manageable chunks

**Directions:**

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| Stage 1: | Divide into small groups of 3 - 5 people and ask each group to choose someone to do the writing (recorder). Issue each group with one or more large sheets of paper to capture their ideas and discussions. |
| Stage 2: | Issue each group with a question or an issue for them to explore and discuss. There is no reason why more than one group should not be given the same question or issue to discuss as it will generate more ideas and potential solutions. |
| Stage 3: | Explain that there is a time limit such as 10 – 15 minutes to discuss the topic (complex issues might require longer). During the discussions, the recorder needs to capture all of the ideas and key points ready to pass onto the other groups. |
| Stage 4: | Issue a 2 – 5 minute warning to help the groups to manage their time. At the end of the time, the recorders need move to another group taking the sheets of paper with them ready for the next stage of the process. |
| Stage 5: | The recorder in each group is instructed to discuss and review all of the ideas and key points with their new group and to elaborate and add any additional ideas and solutions proposed by the group. This stage involves developing the ideas further. |
| Stage 6: | Steps 3 - 5 should be repeated until each group has had an opportunity to discuss every issue. During the last rotation, each group should prioritise the most significant or important ideas generated on that topic. |
| Stage 7: | At this point, the whole group is reconvened. Each recorder is asked to display or share/summarise the discussion and priorities generated by the topic. |
| Stage 8: | The whole group may wish to discuss the small group reports and review priorities, explore some of the ideas further and then reach consensus. |
| Stage 9: | The ideas and solutions need to be collated by the facilitator, prepared and distributed to everyone ready for a decision to be made. |