



Workplace Modernization Foundations

PREPARING THE WAY TO A MODERN WORKPLACE

September 2023



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The **STRATEGIC WORKPLACE ADVISORY GROUP** "SWAG"

*...to help define a **workplace modernization plan** for the future of work*

GOALS

- ✓ Ensure client leadership is engaged
- ✓ Define Clear Vision
- ✓ Define Workplace Modernization Program
- ✓ Ensure GCworkplace fundamentals are understood
- ✓ Ensure a Change Management resource is identified





Leadership commitment

Active and visible sponsorship is the single greatest contributor to the success of a project



Project Vision

An end state must be defined at the beginning of a project to achieve the desired results.



Integrated project team

A core team of people who will bring the vision to life and ensure it is executed successfully.

LEADERSHIP COMMITMENT

Leaders need to be on board with the initiative for it to be a success.

Main roles and responsibilities of sponsorship

A Actively and visibly participate throughout the life of the project

B Build a coalition of support

C Communicate directly with employees



CONGRATS!

Your leadership has already committed to supporting this project by signing the sponsorship commitment letter.

PROJECT VISION

How can you get there if you don't know where you are heading?

Questions to get started...

- Who will have access to the modernized space from this project? All-employees? Or a specific branch/sector?
- How much space do you currently occupy?
- How much space will be modernized?
- Will other spaces be modernized later?
- Will this project be used as a test space for future projects?
- How is the new space intended to be used (what differs from how traditional office space is used)?

Examples of desired outcomes...

- Provide flexibility and empowers employees
- Foster collaboration for all
- Make work-life balance a reality
- Put employee experiences and quality of service at the core
- Use technology in smarter ways
- Attract and retain talents
- Optimize efficiency of our facilities and creates less waste
- Increase personal productivity by providing better technology and work processes
- Increase employee and team morale
- Offer modern, open, airy, and bright spaces that inspire people
- Reduce commute times and greenhouse gas emissions

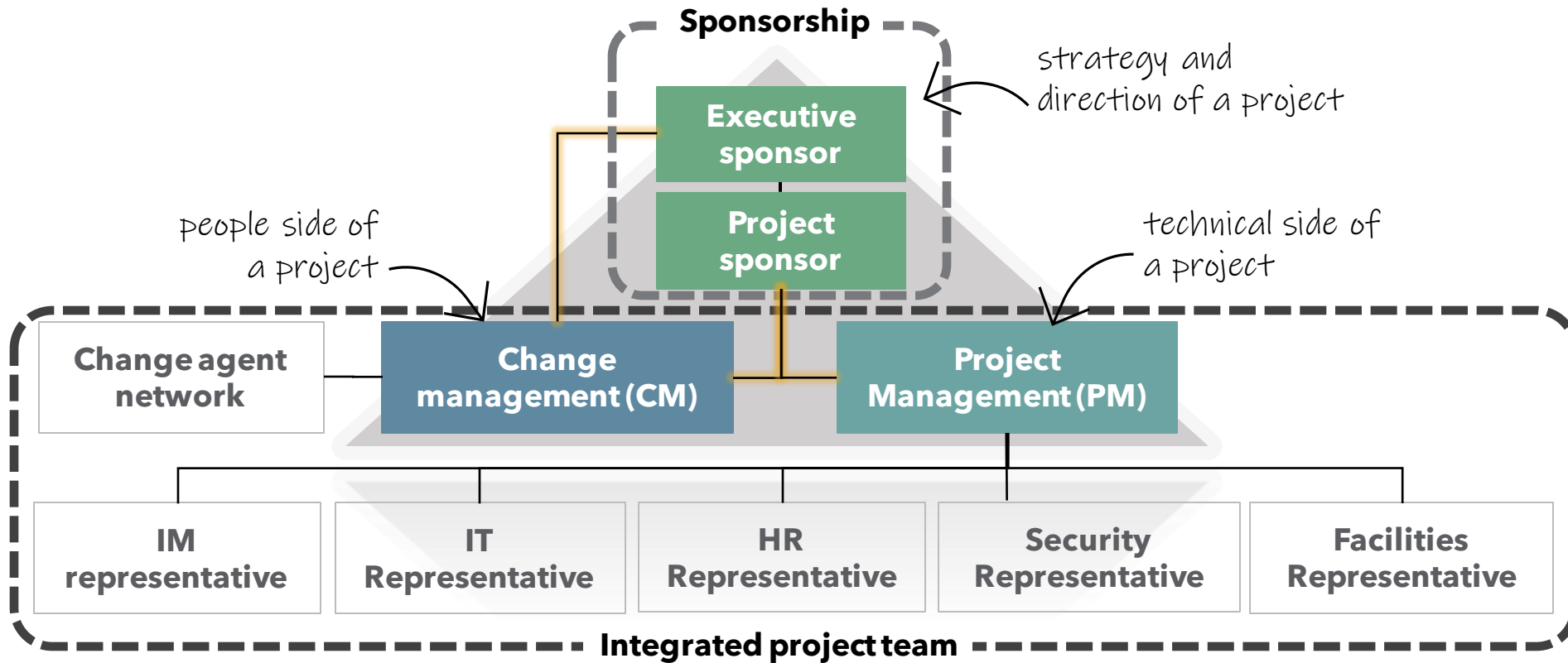


TIME SENSITIVE!

Your project vision is critical to keep the project on track. It needs to be a priority for leadership, in order to begin any change management activities.

INTEGRATED PROJECT TEAM

Having the necessary resources at the early stages of a project is essential to its success.



A **direct line of communications** with sponsorship is essential to provide guidance and coaching for key employee engagements and communications.

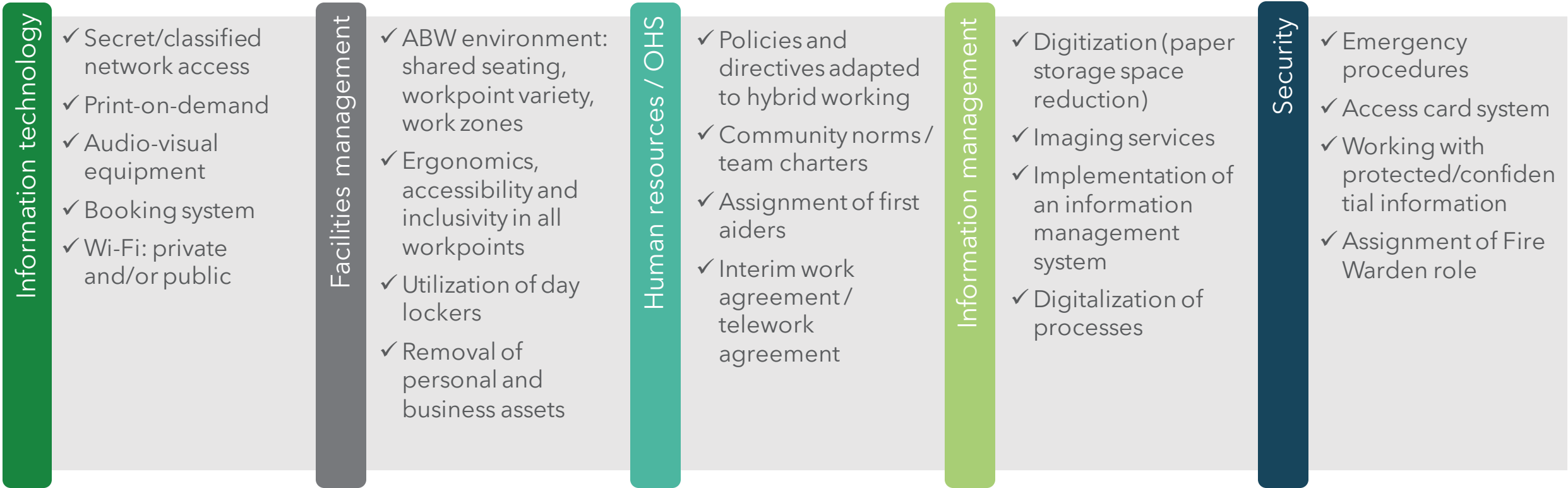


CONGRATS!

Your integrated project team has already been established. Now you can divide and conquer.

ENABLING SECTORS & INITIATIVES

The project manager/lead and change manager need to be kept in the loop on the status of each initiatives.



IN PROGRESS

These activities are essential to the success of your workplace modernization. Each enabling sector is responsible to lead and advance their initiatives in support of the larger project and its vision.

Change Management

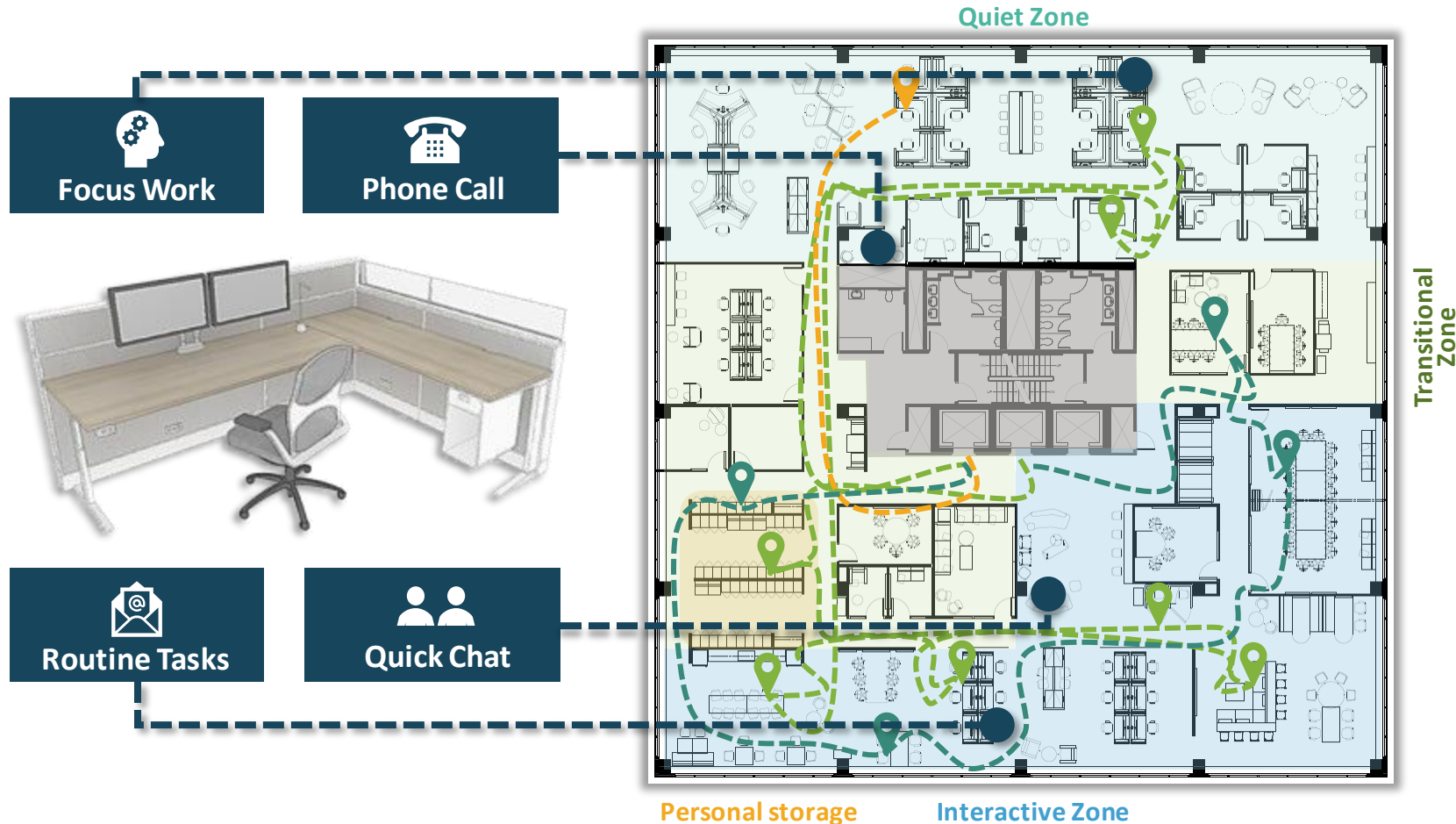
If there's a change, it needs to be managed...



WARNING!

Change Management does not DEFINE change, but rather manages any change that results from a defined workplace modernization vision.

is designed
to enable



Depending on personal preferences and work functions ABW can look very different...

Review of PRET

The **Project Readiness Evaluation Tool (PRET)** was created to help project leaders and change managers establish foundational elements for their workplace modernization project and establish any potential gaps that need to be addressed through focused change management activities.

Project Realization Evaluation Tool (PRET)

This form is for you! It should be filled out as best as possible by the project lead and help from the integrated project team. The PSPC SWAG team will review and help fill in the gaps when necessary. This is an evergreen document and should get updated throughout the project. Purpose: to provide your change manager with the necessary information to identify the gaps, and determine where the change management activities should be focused.

organization: _____
 project location: _____

Key Project Resources		Capacity to support the project	Level of Influence	Level of Interest	Support for the project
Project manager/accommodations lead					
Name					
Title					
Project sponsor					
Name					
Title					
Executive sponsor					
Name					
Title					
Change manager					
Name					
Title					
Communications representative					
Name					
Title					
Facilities/Design representative					
Name					
Title					
IM representative					
Name					
Title					
IT representative					
Name					
Title					
HR representative					
Name					
Title					
Security representative					
Name					
Title					
OHS representative					
Name					
Title					
Indigenous Employee Group					
Main contact Name					
Title					
Diversity, Equity, and Inclusion Employee Group(s)					
Main contact Name					
Title					

Finalize PRET

CM kick-off (hosted by PSPC CM National Center of Expertise)
Attendance:

- Client Change Management resource
- Client project manager/lead (optional)

Regular project meetings (hosted by PSPC project leadership)
Attendance:

- Client project lead and CM resources
- Integrated project team (optional)
- Project sponsor (optional)

The **Strategic Workplace Advisory Group (SWAG)** remains available as required for General Workplace Modernization guidance:

GCworkplace fundamentals

Space utilization strategies

Workplace Operational Best practices