**Invitation to employees to complete the DESIGN SURVEY (Functional Program Light)**

***To be removed before sending***

**Objectives: understand the work activities and expectations of employees in regards to their future workplace**

**Whom should this be sent to:** all employees who will be using the future space. In some instance (major project), the survey might have to be sent to an employee representative who will answer the survey for a specific group of employees.

**When to send the invitation** : To be sent once the project has been announced to the affected employees either via a communiqué or a townhall. To be coordinated with the PSPC project manager and design manager.

**Who should send the invitation**: Client Project Sponsor – Deputy Minister or Assistant Deputy Minister Level.

**Expected outcome**: Ensure as many employees as possible participate into the survey for the benefits of the future design of the workplace.

The proposed message below must be adapted by respectives clients to ensure the message follows internal cultural attributes, organizational vision, name of the project, and any specifics details.

[Suggested title] Modernizing our workplace: what do you think? // Moderniser nos bureaux: vos idées là-dessus?

Our Department understands that after working remotely because of the long pandemic, the way we work has changed and the way we use our offices will change. At [Organization name], we’re no strangers to change—in fact, it plays an integral role in the evolution and growth of our organization.

We view these changing work attitudes as an opportunity to rethink our working environment to ensure that they are enabling all of us to perform our work, deliver our mandate and reach our goal in a work environment that will makes us thrives and be productive. We also think that this could guide us to design what the future workplaces could look like in our organization.

As a first step on our journey in the planning and implementation of this modernized workplace, we need to hear from you, about your activities, your work and your needs. This will guide the design of this workspace, modernized following the GCworkplace concept of an activity based working environment offering a variety of workpoints to support employees in the delivery of their work activities based on their personal preference. We are hoping to have the [project name] fully operational by [date].

We invite you to complete this short survey because our success in planning and delivering our renewed workplace environment rests on your active input in putting it together. Help us set the markers for the modernized workplace environment that will provide you a positive work experience at the office.

To access and complete the survey, please click on the following link [xxxx] before [DD-MM]. The survey will take about 5-10 minutes to complete. If you have any questions on the actual survey or project, please communicate with [name of the person and email address].

All of these steps with take us closer to implement a new modern workspace that promote welcoming experience, collaboration, team cohesion and innovation.