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**Workplace Transformation Program**

**INVITATION to the Functional Program Workshop VERSION 1**

**Date:** MAy 11, 2022

INVITATION to the Functional Program Workshop

***To be removed before sending***

**Objectives:** To discuss specific requirements & validate survey results. Recommendations on activity profile and zoning will be shared based on the preliminary data gathering.

**Whom should this be sent to:** Facilities Team (project team), IM/IT representative, HR representative, Security Representative, OSH representative, Communication officer, change manager, employees’ representatives.

**When to send the invitation** : To be sent once the Functional program survey has been administered and closed. To be coordinated with the PSPC project manager and design manager.

**Who should send the invitation**: Client Project Sponsor

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

**TO:** [Facilities Team (project team), IM/IT representative, HR representative, Security Representative, OSH representative, Communication officer, change manager, employees’ representatives]

**FROM:** [PROJECT SPONSOR]

**SUBJECT:** Suggested [Invitation to workshop on workplace needs]

As you know our [ORGANIZATION XYZ] has embarked on a journey to provide our employees with a workplace that will support flexibility and mobility in a post-pandemic world. We believe that this workplace will [insert organization vision].

As part of the design process for this workplace transformation project, we are inviting you, as subject matter experts or representatives of [xyz] to participate in this workshop to gather specific information and validate results compiled from the functional programming survey administered in the last few weeks. This is an important step of the process to ensure the workplace that we will be modernizing will enable all of us to perform our work, deliver our mandate and reach our goal in a work environment that will allow us thrive and be productive.

Your participation in this *Workplace Transformation Functional Needs Assessment Workshop,* is key and will focus on gathering specific information and validating data on:

* Duty to accommodate and accessibility needs;
	+ Any specific activities, special tasks and specialized needs that are not represented in the survey;
* Details on technology profile (IT & security requirements) and specialized equipment;
* Ideal locker strategy;
* Stacking strategies;
* Security requirements; and
* Preferred features, look and feel of the future workplace.

In preparation for this workshop, we are sharing with you the key elements and questions that will need to be validated with you or provided during the workshop.

[Insert questions and key elements here]:

Success in planning and delivering our new workplace environment requires your active participation in this workshop. Our Department and PSPC look forward to your presence and your input.

With your help, we will deliver a new modern design for our office spaces that promotes a welcoming experience, collaboration, team cohesion and innovation.