



# WORKPLACE TRANSFORMATION PROGRAM

DATE



# LEADERSHIP INFORMATION SESSION



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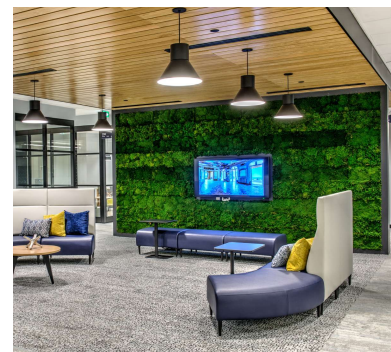
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# PART A PROGRAM DEFINITION & OBJECTIVES



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# PORTFOLIO ALIGNMENT STRATEGY

## Strategic Environment

The **Workplace Transformation Program (WTP)** will directly contribute to achieving the objectives of **PSPC's Office Long Term Plan (OLTP)**, which strives to right-size the portfolio and reduce the footprint by 40%.

The **WTP** provides modern, activity-based (unassigned) office space that supports reduction through consolidation and efficient space design.

## Strategic Fit

Each WTP Project directly links to the Pillars of the OLTP by:

1 Providing Modern Office Space

2 Improving Overall Quality & Portfolio Value

3 Reducing the Portfolio Footprint

4 Ensuring Access to Digital Tools

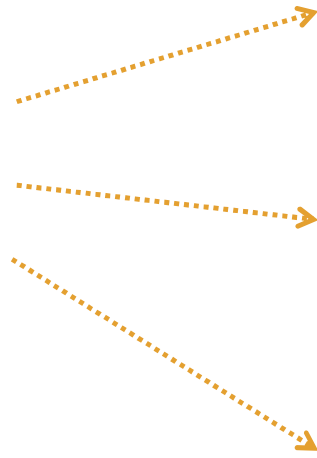
5 Advancing delivery of GC Greening Objective

6 Enabling Socio-Economic Benefits



# WHAT IS A WORKPLACE TRANSFORMATION PROJECT?

**A Workplace Transformation Project** is an office accommodation solution for general purpose office space. These projects apply the  **GC workplace** standards.



**A furniture first solution** designed to deliver an activity-based workplace



A workplace designed to repurpose existing constructed elements and **minimize construction**



A workplace refresh that is delivered in a **shorter timeframe** and is more **cost effective** compared to traditional fit-ups

## PRIMARY OBJECTIVES

- » Focus on sustainability by reusing suitable existing furniture & equipment
- » Improve accessibility and inclusivity of the workplace
- » Deliver efficiently by limiting scope and accelerating end-to-end process



# PROJECT ADMISSIBILITY CRITERIA

## SCREEN A: PORTFOLIO ALIGNMENT

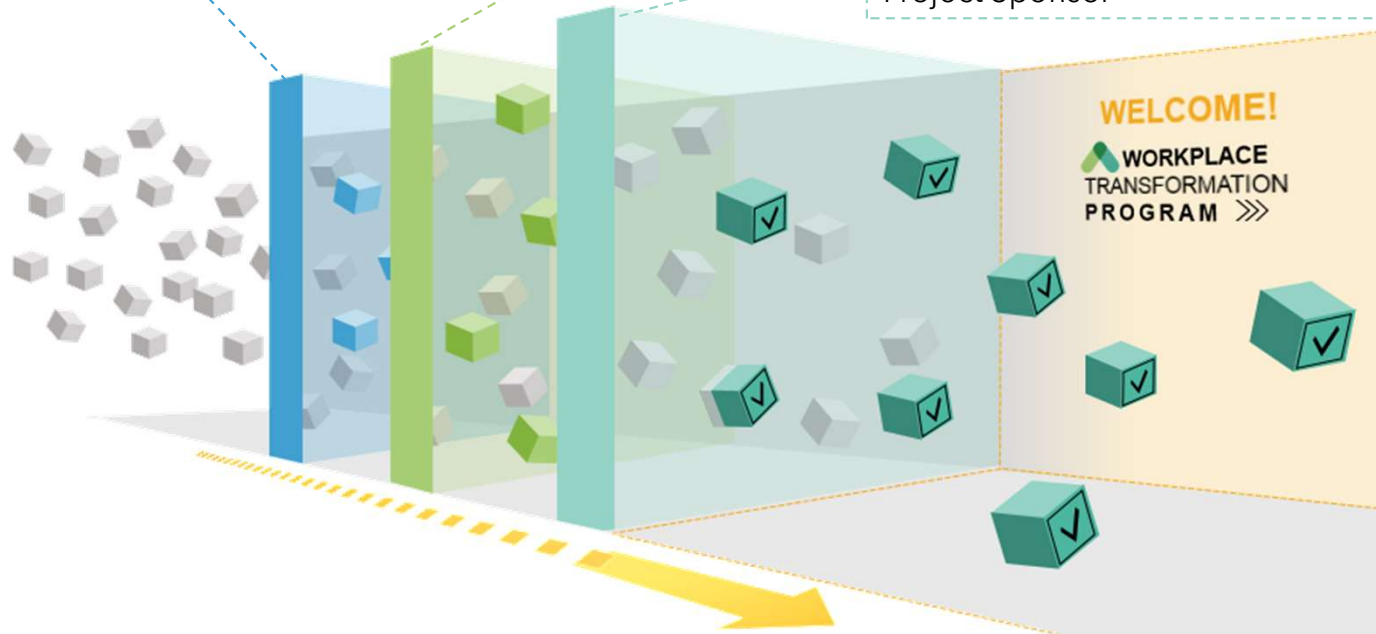
Asset must have medium to long term retention strategy & project must enable a net portfolio reduction

## SCREEN B: SITE SUITABILITY

Existing space must meet specific requirements & new design must comply to GCworkplace

## SCREEN C: CLIENT SPONSORSHIP COMMITMENT

Ready & willing client who has identified a committed Project Sponsor



PART B  
**OVERVIEW OF INTERIOR DESIGN  
PRINCIPLES & METHODOLOGY**



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# DESIGN STRATEGIES

## 8 PILLARS OF DESIGN

The Workplace Transformation Program (WTP) seeks to provide turn key workspaces with a quick construction approach, leveraging the reuse of existing furniture and implementing a minimal construction approach. WTP workspaces implement various approaches to accessibility and inclusivity, in person and virtual collaboration workpoints conforming to GCWorkplace, sound mitigation, zoning & wayfinding, locker areas, and indigenous design integration.



### MINIMAL CONSTRUCTION

Maintain as much of existing layout  
Supplement with demountable partitions



### ZONING & WAYFINDING

Plan in zones  
Augment wayfinding



### SUSTAINABLE DESIGN

Repurpose items  
Proper disposal and recycling  
Sustainable sourcing



### ACCESSIBILITY & INCLUSIVITY

Equitable  
Adaptable  
Variety  
Choice



### FOSTERING COLLABORATION (IN PERSON AND VIRTUAL WORKPOINTS)

Workpoints for in person and virtual collaboration



### SOUND MITIGATION

Plan in zones  
Include sound attenuating materials and features



### STANDARD WORKPOINTS

GCworkplace configurations  
Complete furniture & equipment solutions (AV/IT)



### INDIGENOUS ELEMENTS

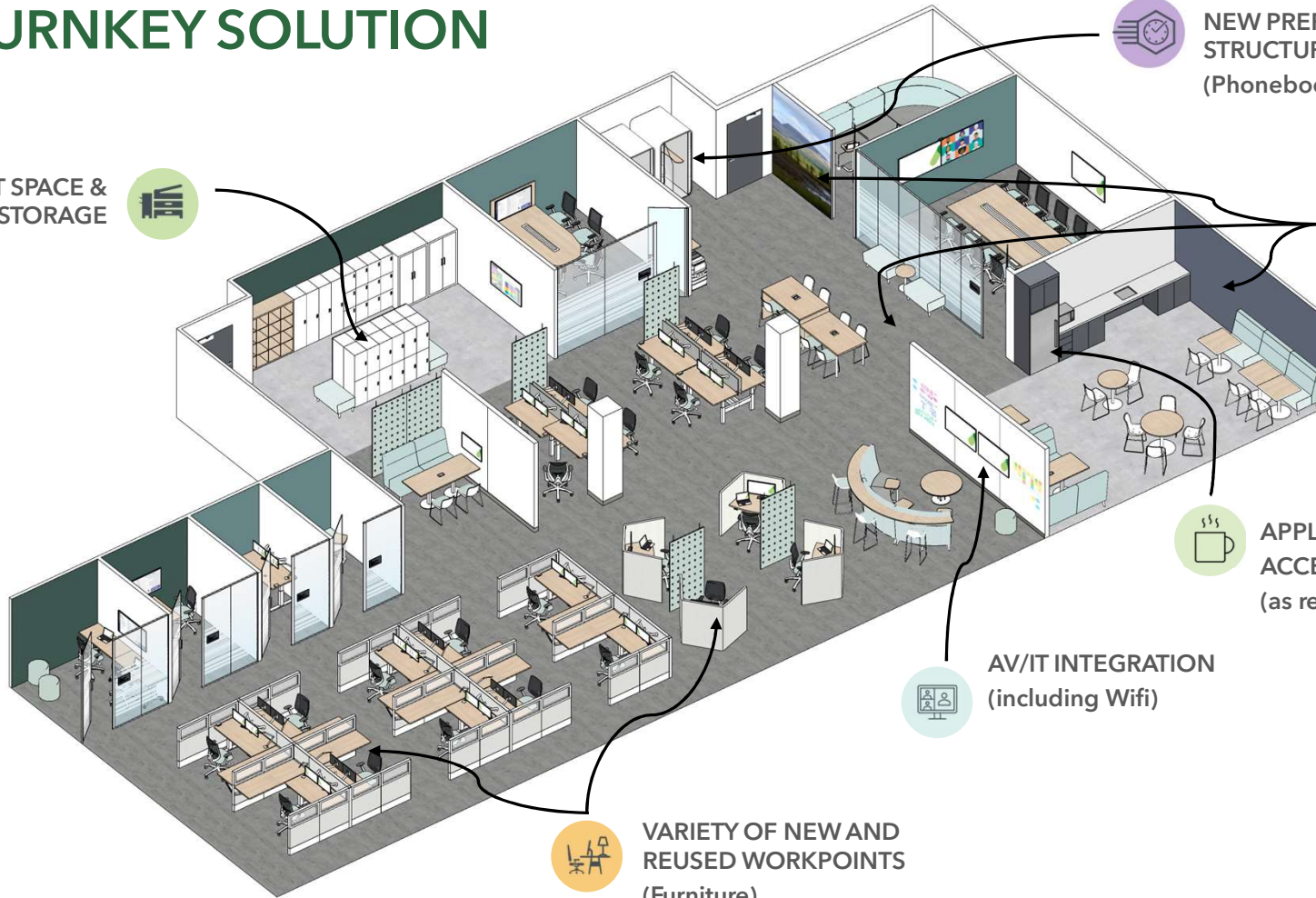
Connection to nature  
Local Indigenous art  
Territorial acknowledgement





# TURNKEY SOLUTION

SUPPORT SPACE & PERSONAL STORAGE



NEW PREFABRICATED STRUCTURES  
(Phonebooths)



FINISHES REFRESH  
(as required)



APPLIANCES & KITCHENNETTE  
ACCESSIBILITY IMPROVEMENTS  
(as required)



AV/IT INTEGRATION  
(including Wifi)



VARIETY OF NEW AND REUSED WORKPOINTS  
(Furniture)



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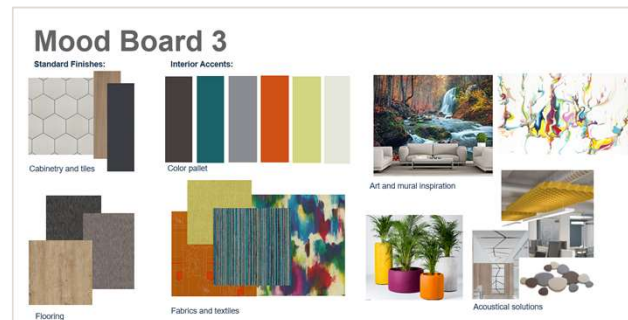
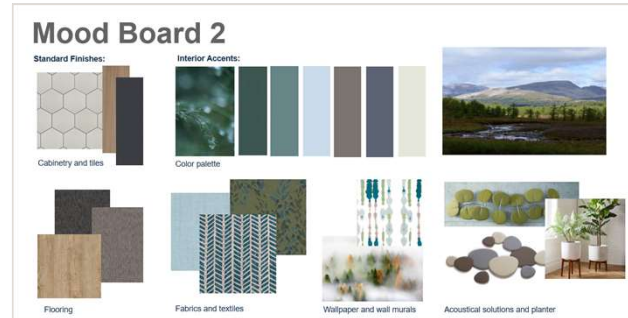
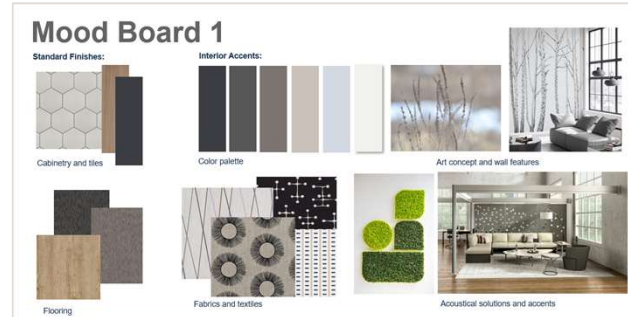
# DESIGN INSPIRATION

The design inspiration for the Workplace Transformation Program is **Canada's Natural Landscapes**.

The natural world is full of colors that attract attention, that blend beautifully with its background and create extraordinary displays.

The workplaces delivered through this program will strive to highlight the beauty of our country and the inspiration it provides by showcasing the stunning colors found in nature.

The designs will incorporate imagery of Canadian landscapes, natural colors and materials and deliberate emphasis on consideration of Indigenous design elements.



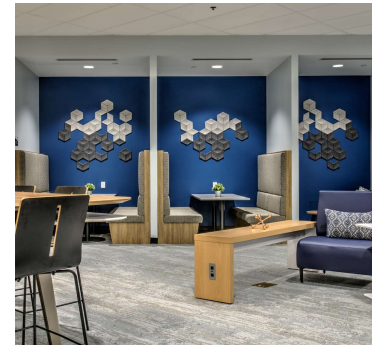
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# PART C

## CLIENT COMMITMENTS & ENGAGEMENT





# CLIENT COMMITMENTS

## Organizations participating in the WTP are committed to:

- » Implementing GCworkplace and activity-based, unassigned working
- » Optimizing their space with a minimum 50% mobility rate
- » Prioritizing sustainability through reuse and repurposing of workplace elements
- » Contributing to space utilization and performance assessments

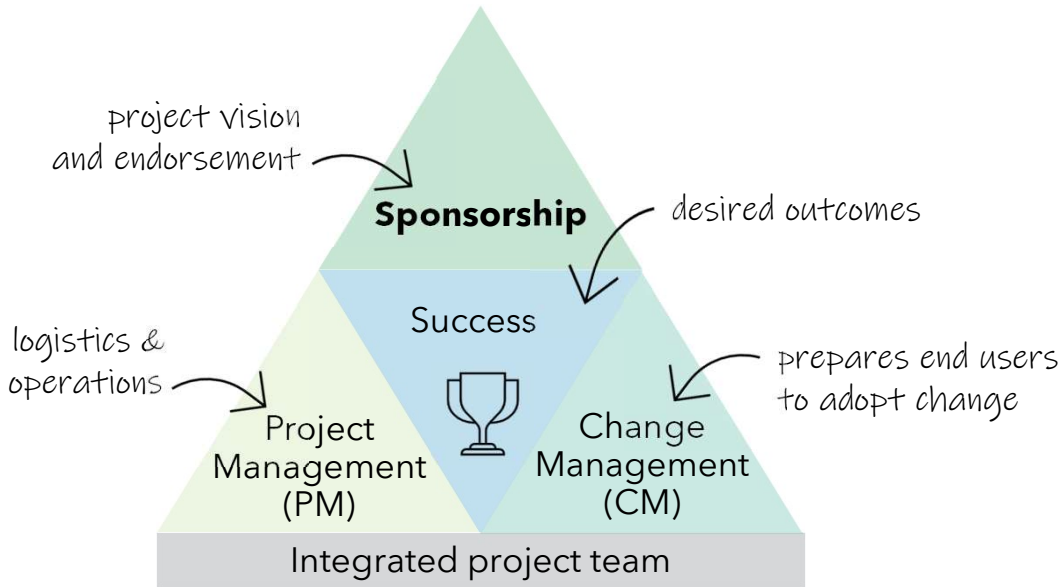
## Client Responsibilities:

- 1 Identify a **Project Sponsor\***
- 2 Establish a **workplace vision\***
- 3 **Assign project resources\***
- 4 Establish a **Change Management Plan\***
- 5 Contribute to **functional programming\***
- 6 Fund **ongoing costs**

**\* TOOLS AND SUPPORT AVAILABLE FOR THESE ACTIVITIES**



# FOUNDATION FOR SUCCESS



## Executive Sponsor

the organization's senior leader who **sets the vision**, authorizes the change and is **ultimately accountable**

## Project Sponsor

the leader who **actively and visibly participates** throughout the project & communicates with employees

## Main roles and responsibilities of sponsors

Actively and visibly participate throughout the life of the project

Build a coalition of support

Communicate directly with employees





# PROJECT SPONSORSHIP BENEFITS

Research shows that **active and visible sponsorship is the #1 contributor to success** for overall positive employee experience and adoption of a transformation project.

**Active and visible sponsorship** will contribute to reducing employee resistance, which leads to:

- Greater employee adoption, satisfaction and competencies in the new ways of working
- Higher employee productivity and well-being which helps with sense of belonging to the organization

...as well as contribute to top government priorities:

- Equity, Diversity and Inclusion
- Accessibility
- Reconciliation
- Greening

**You're not in this alone!**

Your **Change Management & Communications team** will coordinate and advise on all activities that will require sponsorship involvement.





# WHAT NOW? - NEXT STEPS

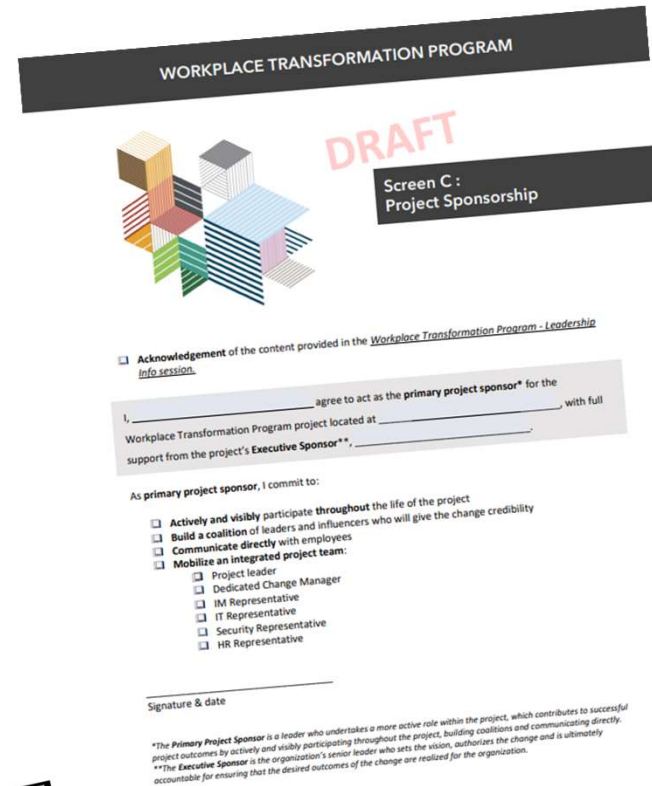
As part of the WTP, a sponsorship commitment letter needs to be signed before proceeding with any other activities.

### Sponsors need to be:

- engaged throughout the project
- coachable and open to feedback and expertise of the change manager
- available to the change manager on a regular basis

### After you are admitted into the program:

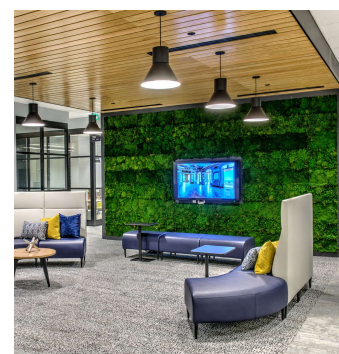
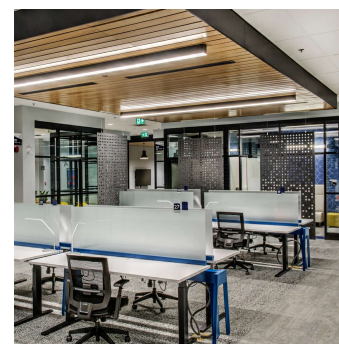
- Kick-off info session with internal project team
- SWAG engagement (PRET tool)
- CM kick-off session (CM-in-a-box tool)



Once the commitment letter is signed, you will have in place the first pillar of your foundation for success.



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## PSPC ROLE & SUPPORT

### You're not in it alone!

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

to ensure a **successful workplace project outcome**, like all other PSPC-lead real property project...

to help create a **great employee experience** and ensure the adoption of the new modern workplace...



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



The **INTERIOR DESIGN, PROJECT DELIVERY & DECOMMISSIONING TEAM**



The **CHANGE MANGEMENT NATIONAL CENTRE OF EXPERTISE**





# SCOPE & BUNDLE OF GOODS

### PSPC will assume the initial costs of:

- › Furniture, fixtures, equipment, AV and IT as per GCworkplace Bundle of Goods
- › Installation of Wi-Fi and associated IT cabling as required
- › Mandatory accessibility upgrades to workplace and base-building washrooms
- › Replacement of finishes as required
- › New demountable partition assemblies as required for compliant design
- › Wayfinding and identification signage
- › Electrical and mechanical changes to support new design
- › Minimal base building work\*
- › Kitchenette improvements and appliances as required
- › One-time costs to prepare and load data to Archibus reservation system
- › Decommissioning of furniture and select equipment

### Client ongoing costs:

- › Wi-Fi service & maintenance
- › Reservation system service
- › Resources required to meet employer Health and Safety requirements (Workplace Coordinator role)



*\*If more extensive base building work is required, specific exemptions will need to be sought through governance and rationale be provided as to why it would not better suited as a traditional fit-up project*





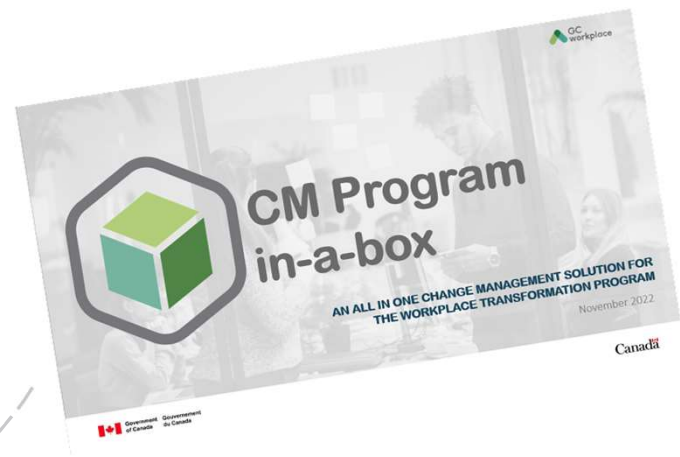
## GETTING READY TO MANAGE CHANGE



A key element to a successful transition and implementation of a change management program, and one of the conditions for participation in the program, is the allocation of dedicated resources to this function.

Dedicated change management resources for your workplace transformation project will be responsible to:

- Familiarize themselves with the [Change Management Program in-a-box](#);
- Develop and implement a change management program;
- Monitor change adoption



**PSPC's Change Management National Centre of Expertise** will provide advice and guidance to the client-assigned change management resource or team to:

- ✓ Organize the establishment of the CM team;
- ✓ Understand how to use of the CM Program in-a-box and how best to customize the tools offered;
- ✓ Share best practices on how to sustain the change.

