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**Workplace Transformation Program**

ANNOUNCEMENT OF THE PROJECT TO THE MANAGEMENT TEAM, EXECUTIVES AND MANAGERS

**VERSION 2**

**Date:** December 2023

Communiqué to management team and/or managers announcing the project - Workplace Transformation Program

***To be removed before sending***

**Objectives:** Inform the executive team and/or managers of the upcoming project, the organization's vision of the future workplace and the role team members are expected to play.

**Who to send the invitation to:** All managers, executives, directors and senior employees.

**When to send it:** To be sent before the project is announced to the employees concerned.

**Who should send the invitation:** Executive level - Deputy Minister or Assistant Deputy Minister.

**Expected results:** To ensure that as many people as possible with supervisory duties encourage and support their teams to actively participate in the Workplace Transformation Program processes in order to take ownership of the future design of their workplace.

**Other documents:** Key messages can also be sent with the message. Here are some suggested key messages that could help executives explain the project and answer questions from their respective teams.

**The message proposed below needs to be adapted by the respective clients to respect internal cultural attributes, organizational vision, project name and other specific elements.**

The **French version** of this document is available here: [FR Version](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2F9%2F97%2FWTP_-_Project_announcement_to_Leadership_team%252C_executives%252C_managers.docx&wdOrigin=BROWSELINK)

**To:** [executives and/or managers] located at [PLACE]

**DE:** [Executive Sponsor]

**SUBJECT:** [CLIENT] [LOCATION] Our future workplace at [location] or [project name]

Over the past few years, our work habits have changed. Dealing with the impact of the COVID-19 pandemic and the implementation of a hybrid workplace has changed our vision of the workplace and our relationship with it.

You have shown great leadership at a time when we have had to change many working practices, operational processes, the way we manage our teams and the way we interact with others.

All this meant that it was essential for [senior management] to reflect in depth on various elements such as:

* the way we use our offices for the long term;
* the redevelopment of the spaces available to us;
* employee experience in a [hybrid work model](https://www.canada.ca/fr/gouvernement/fonctionpublique/dotation/modele-travail-hybride-commun-fonction-publique-federale.html);[or insert link to your organization's guidelines];
* our work environment as a lever for inclusion, accessibility and well-being.

To realize the ambitions that have emerged from this reflection, we are considering modernizing the [name of building, floors, etc.], by joining the *Workplace Transformation Program* of Public Services and Procurement Canada (PSPC).

Our approach is led by [project sponsor] and his team. They will ensure that the future workplace project respects our vision of greater flexibility, and that employees are equally well supported throughout the project.

### What is the Workplace Transformation Program?

It's a space modernization program designed to meet the new realities of the workplace. It aims to plan and carry out, on an accelerated timetable, the reorganization of existing workplaces that require minimal modifications to achieve an activity-based design, while complying with [GC Workplace](https://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mt-wp-fra.html) standards.

### What is an activity-based workplace?

The [Activity-Based Workplace](https://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mtaa-abw-fra.html) (ABW) is a concept that recognizes that, in the course of a day, employees carry out a wide range of activities. ABW allows employees to choose from a **variety of workpoints** and rooms, depending on the tasks to be carried out during the day and personal preferences.

### Your role

Your leadership is needed more than ever to encourage and motivate all members of your teams to participate actively, when called upon, in the eventual process of reorganizing our workspaces.

Employees naturally turn to their direct supervisor when they have questions or concerns related to change. It is therefore expected that you will become **ambassadors** for this approach, notably by **leading by example** and accompanying your teams.

[Name of project sponsor] and the project team will provide you with all the information and support you need to fulfil this role. I invite you to consult the key messages [insert a link to your key messages, you can use the [**key message**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2Fb%2Fbb%2FWTP_-_MESSAGES_CL%25C3%2589S_pour_ex%25C3%25A9cutifs_et_gestionnaires_FR.docx&wdOrigin=BROWSELINK) template available for this purpose] to familiarize yourself with the modernization project we are planning.

### Next steps

In the next few days, staff will receive a communication to inform them of our imminent joining of the *Workplace Transformation Program* and to invite them to an all-staff meeting where they can learn more.

**I'm counting on you to encourage your team members to take part!**

At the same time, the project team will initiate discussions with key groups in our organization such as: [insert targeted groups such as: health and safety committee, diversity and inclusion committee, union representatives, etc.].

We look forward to this exciting project. It's an opportunity to fulfill our mandate and provide our organization and our employees with a work environment that enables us to support the workforce of today and tomorrow.

Thank you,

[Executive project sponsor]