TEMPLATE

Workplace Modernization Intranet Page

*About this tool*

**PURPOSE:** To provide a concise explanation of the kind of content that should be included on a workplace modernization intranet page

**AUDIENCE:** Project team members involved in the creation of a workplace modernization intranet page

**USE:**

* in a blog post
* in emails
* in meetings with supervisors

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A comprehensive intranet page can greatly contribute to the success of a workplace modernization project. It is a tool you can use to help build ADKAR in employees—that is, create awareness of the changes and inform employees of what is, or will be, changing around them; it can get them engaged in the change process and should allow them to provide their feedback on different aspects of the project. Below are sections you should consider including:

# Updates

* 1. Whether there is a delay in construction or a new engagement event for employees to participate in, it is important to provide a space where employees can get timely and accurate information.
	2. However you choose to name this section, “What’s new?”, “Updates”, or something similar, just as long as it’s clear to employees that this is the place to get the latest information.

# Activity-based working and workplace modernization

* 1. It is likely that your employees have only limited knowledge about activity-based working (ABW) and workplace modernization. In this section, you should provide basic generic information on both subjects.
		1. Include information that not only addresses the “WHAT”, but also the “WHY” it is an improvement of your current workplace.
		2. This is also a good place to address common misconceptions about ABW.
	2. You can also provide links to internal and external resources (articles from industry leaders in the field, tips for how to prepare to work in the new workplace, etc.).

# FAQs

* 1. You can use this section to address the most common questions from your employees. These can be questions gathered through engagement sessions, informal chats or through a generic email inbox. It is important is that all employees get consistent answers to the same questions. Refer to our [**FAQ template**](https://www.gcpedia.gc.ca/gcwiki/images/d/d7/002_FAQ_Template_EN.docx) as a starting point. Keep in mind that this is an evergreen document and should be updated as you receive more information about the project or additional questions from employees. You may not be able to answer all questions right away; keep track of these unanswered questions and make a point to answer them when the information becomes available.

# Your project

* 1. This section is the most content-heavy section (and perhaps the most important section to build correctly) and should include the following:
		1. Details and facts specific to your organization’s workplace modernization project (addressing the five Ws is a good starting point)
		2. Floor plans, office layouts and pictures of furnishings and amenities of the new workspace (sit-stand desks, collaboration areas, kitchenettes, etc.)
		3. Key contacts for the integrated project team and their roles and responsibilities in the project
		4. Project timelines and move schedule
		5. Getting ready for a move (information management: paper vs digital, personal items, new tools, etc.)

# Resources for managers

* 1. Include a toolkit for managers to provide them with various tools to support the change, sponsor it and support their employees:
		1. Mobile working toolkit
		2. Key messages
		3. Move toolkit
		4. Change leadership tips for managers

# Feedback

* 1. This page should allow employees to provide feedback on the content of the intranet page and the workplace modernization project.

*You may also consider the following sections, if they apply to your workplace modernization project.*

# Swing space

* 1. Include some FAQs about the space, a move schedule, and an “Updates” section.

# Demonstration space

* 1. Demonstration space is essentially a “sample” workplace that has been refitted with furniture you might find in an ABW environment and serves as an experimental space for employees to try out ABW.
	2. Include links to information on the demonstration space that employees can visit and/or work in.