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**Workplace Transformation Program**

**Project announcement to employees**

**VERSION 1**

**Date:** SEPTEMBER 2022

COMMUNIQUE to employees for project kick-off or announcement

***To be removed before sending***

**Objectives:** Raise awareness among employees with regard to their future workplace

**Whom should this be sent to:** All employees who will be using the future space.

**When to send**: To be sent in advance of the project being announced to the affected employees

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

**Expected outcome**: Ensure as many employees as possible are aware, have a sense of the changes and benefits to be expected of the future design of the workplace.

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.

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%2Ff%2Fff%2FWTP_-_Annonce_du_projet_aux_employ%25C3%25A9s.docx&wdOrigin=BROWSELINK)

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**TO:** All impacted [EMPLOYEES] located at [LOCATION]

**CC:** All [CLIENT] directly and indirectly impacted people managers

**FROM:** [EXECUTIVE SPONSOR]

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

Our work habits have changed. Our vision and our relationship to the workplace have changed. At [organization name], we have always embraced change – in fact, it is integral to the evolution and growth of our organization. Over the past few years, we have gone through a lot of changes together, the most significant for all of us, almost certainly, being the management of the pressures created by the COVID-19 pandemic.

The pandemic changed the way we work and interact with each other. We need to rethink how we use our office space over the long term and redesign the workspaces we have, the way we work and the employees experience in an hybrid ecosystem of spaces.

Today, we have the opportunity to do so, to enable us to serve even better the Canadians who depend on our programs and the reliable delivery of our services. Our organization has decided to jump on this opportunity and to modernize the [name of building, floors, etc.], in collaboration with Public Services and Procurement Canada (PSPC) through their *Workplace Transformation Program.* Conceived based on the current circumstances, the *Workplace Transformation Program* aims to plan and deliver on an accelerated schedule, the renewal of existing workplaces through employee-centric activity-based design. We are planning a hybrid work environment that will support activity based working and promote collaboration, team cohesion and innovation, while following the GCworkplace standard.

The end results will provide employees [of branch XYZ, specify as required] with a modernized space [or modernized spaces] that will support [name of organization]’s new vision of providing a workplace that sustains wellbeing, inclusivity, collaboration, productivity, flexibility and mobility.

To do this right, our *Workplace Transformation project will start* with consultations with the employees who will be assigned to occupy those workspaces. Your active participation will ensure a transition that is as smooth as possible, while we build together our workplace of the future; a new, modernized environment where we thrive and succeed. Stay tuned as you will be receiving in the upcoming week, an invitation to participate in a [presentation/other] to provide you more details on the project.

Let us look forward these exciting changes. Together, we will better define our future workplace to align with our vision and empower us to continue our important work.

Thank you,

[Executive Signature]