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**CM Program in-a-box: Optimization**

PROJECT ANNOUNCEMENT COMMUNIQUE

**VERSION 1**

**Date:** November 2024

Project announcement communique - CM Program in-a-box: Optimization

***To be removed before sending***

**Objective:** To inform staff of the details and next steps of the organization optimization project. Share the "Frequently Asked Questions" document.

**Target audience for this document:** All staff

**When to use this document:** Forward after meeting with staff.

This communique could also be used as an all-staff announcement in the event that it is not possible to hold an all-staff meeting. If this is the case, it would still be advisable to provide opportunities for exchange, whether in teams, by branch or otherwise.

**The message suggested below must be adapted to respect internal cultural attributes, organizational vision, project name and other specific elements.**

**The French version of this document is available here: French version**

# Our optimization project at [insert address]

As presented at the [insert date] all-staff meeting, our organization will be undertaking a workplace optimization project at [insert address].

Here is a summary of the points discussed. You can also consult the Townhall presentation [insert link] and the Frequently asked questions [insert link] for more information.

**Context**

Like many organizations in Canada and around the world, the government has moved to a hybrid work model, an evolution triggered by the pandemic, which has left many spaces vacant or underused.

In the [Budget 2024](https://www.budget.canada.ca/2024/report-rapport/budget-2024.pdf), the Government announced an initiative to reduce its office portfolio by 50%, converting these buildings to housing or releasing them for community use.

**Contribution from [insert name of organization].**

Our organization will contribute to this national effort by:

* Specify the number of floors you will release and the timeline.
* Specify if you will be moving and the moving date.

**New ways of using space**

For this initiative to succeed, we will need to adjust our spaces and change the way we use them.

We will have to make a transition to **unassigned seating**. This will necessitate, among other things, the use of a reservation system, the creation of quiet zones, and the use of lockers and filing cabinets to store personal and professional items.

I invite you to review the Frequently Asked Questions document [insert link] to find out more about the various elements impacted by this optimization.

**Your workplace experience is our priority**

We recognize that these changes are significant and will affect your daily life. Rest assured that making your office experience as pleasant and efficient as possible is our main priority. Therefore, we will be putting in place various mechanisms to communicate with you, keep you well informed, and gather your feedback.

**Next steps**

I will be touring the organization's committees and networks to open dialogue on our optimization project.

Next, we will be working closely with the Information Management Team to launch a clean-up exercise, during which we will be removing personal belongings and organizational documents from workstations. This crucial step will require effort from all of us.

**Stay tuned**

We will be launching an intranet page to keep you up to date with the progress of this initiative.

If you have any questions, you can write to us at: [insert e-mail address].

Thank you in advance for your cooperation,

[Signature of executive sponsor]