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**Workplace Transformation Program**

COMMUNICATION ChANNELS announcement

**VERSION 1**

**Date:** FEBRUARY 2023

Communication channels announcement - Workplace Transformation Program

***To be removed before sending***

**Objectives:** This document is to be used to inform all employees of the various communication channels employed by the integrated project team to keep employees informed and engaged during the Workplace Transformation Program (WTP).

**Whom should this be sent to:** All impacted employees

**When to make the announcement** : At the end of the Pre-Planning and Planning phase

**Who should do the announcement**: Project Sponsor

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

**TO:** All impacted employees

**CC:** Change Manager

**FROM:** [PROJECT SPONSOR]

**SUBJECT:** Launch of [PROJECT NAME] communication channel(s)

Good afternoon,

In order to keep everyone connected to our workplace project at [LOCATION], the integrated project team in support of [PROJECT SPONSOR] is launching a(n) [NEWSLETTER/WEBSITE/MS TEAMS CHANNEL].

**What can you find in the [NEWSLETTER/WEBSITE/TEAMS CHANNEL]?**

* Commonly asked questions [INCLUDE LINK TO INTRANET PAGE] and information related to our project, GCworkplace and Activity-based working (ABW) [INCLUDE LINK TO INTRANET PAGE]
* Announcements of any upcoming engagement activities
* Updates on project progress (i.e., design, construction, furniture, etc.)
* Success stories and fun facts

To access the [NEWSLETTER/WEBSITE/TEAMS CHANNEL] please click [HERE]. We look forward to continuing this exciting journey with you—for any questions related to the project, please contact [EMAIL CONTACT].

[PROJECT SPONSOR THANKS & SIGNATURE]