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**Workplace Transformation Program**

**Pre-opening checklist**

**VERSION: 1**

**Date:** December 2023

**Purpose:** The purpose of this checklist is to help you prepare to gather the information you need as soon as you open for business. Indeed, if you want to obtain as much feedback as possible, it's important to launch your information-gathering tools on the first day the modernized workplace opens.

The list will also enable the integrated project team to verify a set of elements that will ensure that staff will be able to use the modernized workplace properly from the moment it opens.

**Target audience for this document:** In addition to the change manager, it is aimed at the project team and the welcoming committee.

**When to use it:** About four weeks before opening.

**Expected result**: To ensure that staff are able to use the work environment appropriately and receive feedback from it.

The **English version** of this document is available here : [Version FR](https://gcdocs.gc.ca/tpsgc-pwgsc/llisapi.dll/app/nodes/464641161)

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## Checklist

### Preparing for feedback

It's important to be prepared to gather feedback from employees as soon as they start using their new workplace. Here are some actions you can take before occupancy:

Once you've chosen your tactics and methods for collecting feedback using the **Employee Feedback Collection Guide**, make sure you have the collection materials posted, published, or installed.

Examples: posters with QR codes, hyperlink to a survey, suggestion box, etc.

Meet with all stakeholders (integrated project team members, workplace coordinators, change agents, etc.) who will play a role in collecting employee feedback to introduce them to the **Employee Feedback Consolidation Table,** and how they should complete it**.**

Send welcoming committee members their schedule along with the space they'll be responsible for. Take the opportunity to remind them of their roles.

### Make sure everything is ready

Before staff discover the new workplace, everything must be ready to receive them. Here's a sample list of items to check with the project team in the days leading up to the opening.

The intranet site presents all the information required so that employees can find any information relating to the use of the workspace.

Signage and wayfinding panels are installed.

The reservation system is ready and up to date.

The technological tools have been tested and are functional.

The monitors are well connected and adjusted.

Cable management is complete.

Wi-Fi is functional and accessible to all.

The furniture is installed correctly.

Dynamic display screens are well programmed.

If key elements are not functional or not yet available, be sure to communicate this to employees.