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**Workplace Transformation Program**

**Project announcement to Leadership team, executives, managers**

**VERSION 1**

**Date:** september 2022

COMMUNIQUE to executive team and/or manager to announce the upcoming workplace transformation project

***To be removed before sending***

**Objectives:** Inform the leadership team and/or mangers about the upcoming project, the organization’s vision of the future workplace and the role they should play

**Whom should this be sent to:** All managers, senior managers, directors and above

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

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

**Expected outcome**: To ensure as many people with supervisory duties as possible encourage and support their teams to actively engage in the *Workplace Transformation Program* processes to achieve a sense of ownership of the future design of their workplace.

**Other document:** Key messages can also be sent with the message. Here are some [proposed key messages](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwiki.gccollab.ca%2Fimages%2Fd%2Fde%2FKEY_MESSAGES_for_executives_%2526_managers_EN.docx&wdOrigin=BROWSELINK) that could help leaders explain the project and answer questions from their respective team.

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%2Ff5%2FWTP_-_Annonce_du_projet_%25C3%25A0_l%2527%25C3%25A9quipe_de_leadership%252C_ex%25C3%25A9cutifs_et_gestionnaires.docx&wdOrigin=BROWSELINK)

**TO:** [Executive leader and/or manager] located at [LOCATION]

**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.

You have shown great leadership as the pandemic has challenged us to change many work practices, business processes, how we manage our teams and the way we interact with each other. The adoption of new ways of working has somehow prepared us to adopt a hybrid workplace where the workspace, the digital space and our forward-looking culture will allow us to offer our employees a vibrant, engaging and hybrid work environment. 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 to meet the current post-pandemic circumstances in locations that require minimum alterations to existing constructed elements, the *Workplace Transformation Program* aims to plan and deliver on an accelerated schedule, the renewal of existing workplaces through activity-based design, while following the GCworkplace standard.

Activity-based design is a design concept that recognizes that through the course of any day, employees engage in many different activities and that they need and can choose different types of work settings to accommodate these activities. This type of work environment is known as the activity-based workplace (ABW). We understand it will be a change from the workplace we used to know, but it will also provide us with the opportunity to elaborate new ways of working based on what we have learned in the past years and what we expect the future to be.

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

Your leadership is needed again, more than ever, to promote and motivate everyone in your teams to actively engage, when called upon, in the process of redesigning our workspaces. Your support and leadership by example will be needed to ensure a transition that is as smooth as possible, while we build together our workplace of the future. Our workplace transformation project will be led by [Project Sponsor] & team and will ensure that the future workplace will support our vision for enhance flexibility and that employees will also be well supported throughout.

Let us look forward these exciting changes. This is an opportunity to deliver our mandate and provide our organization and employees with a workplace the enables us to support the workforce of today and the future.

Thank you,

[Executive Signature]