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**Workplace Transformation Program**

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

**VERSION 2**

**Date:** June 2023

Communique to Executive Team and/or managers 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 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:** [Senior Management and/or managers] located at [LOCATION]

**FROM:** [EXECUTIVE SPONSOR]

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

Over the past few years, our work habits have changed. Managing the constraints arising from COVID-19 has changed our vision of the workplace and our relationship with it.

You have shown great leadership, while we have had to change many work practices, operational processes, the way we manage our teams and the way we interact with others.

All of this made it essential for [Senior Management] to think carefully about such things as:

* how we would use our offices in the long term;
* the reorganization of the spaces we have available;
* the employee experience in a [hybrid working model](https://www.canada.ca/en/government/publicservice/staffing/common-hybrid-work-model-federal-public-service.html) [or insert link to your organization's guidelines]; and
* our work environment as a lever for inclusion, accessibility and well-being.

To realize the ambitions that emerged from this reflection, we decided to modernize the [name of building, floors, etc.], by joining Public Services and Procurement Canada's (PSPC) *Workplace Transformation Program*.

**What is the Workplace Transformation Program?**

It's a space modernization program designed to meet the new realities of the workplace. It aims to plan and carry out, on an accelerated schedule, the reorganization of existing workplaces that require minimal modifications to achieve an activity-oriented design, while respecting [GCworkplace](https://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mt-wp-eng.html) standards.

Our project will be led by [project sponsor] and his team. They will ensure that the future workplace respects our vision of greater flexibility, and that employees are equally well supported throughout the project.

**What is an activity-based workplace?**

The [Activity-Based Workplace (ABW)](https://www.tpsgc-pwgsc.gc.ca/biens-property/mt-wp/mtaa-abw-eng.html) is a concept that recognizes that, in the course of a day, employees carry out a wide range of activities. ABW allows employees to choose from a **variety of workstations** and rooms, depending on the tasks to be carried out during the day and personal preferences.

**Your role**

Your leadership is needed more than ever to encourage and motivate all members of your teams to participate actively, when called upon, in the process of reorganizing our workspaces.

Employees naturally turn to their direct supervisor when they have questions or concerns related to changes. It is therefore expected that you will become **ambassadors** for the project, in particular by **leading by example** and accompanying them throughout the project.

[Name of Project Sponsor] and the project team will provide you with the information and support you need to fulfill this role. I invite you to consult the key messages [insert a link to your key messages, you can use the [key messages](https://wiki.gccollab.ca/images/d/de/KEY_MESSAGES_for_executives_%26_managers_EN.docx) template available for this purpose] to familiarize yourself.

**Next steps**

In the next few days, staff will receive a communication informing them of our membership in the *Workplace Transformation Program* and inviting them to an all-staff meeting where they can learn more.

**I'm counting on you to encourage your team members to take part!**

At the same time, the project team will be initiating discussions with key groups in our organization such as: [insert target groups such as: health and safety committee, diversity and inclusion committee, union representatives, etc.].

We look forward to these exciting changes. This is an opportunity to fulfill our mandate and provide our organization and our employees with a work environment that enables us to support the workforce of today and tomorrow.

Thank you for your support,

[Executive Project Sponsor]