****

**Workplace Transformation Program**

**Invitation to employees to complete the Functional Program SURVEY**

**VERSION 1**

**Date:** MAy 11, 2022

 Invitation to employees to complete the Functional Program SURVEY (Functional Program Light)

***To be removed before sending***

**Objectives:** understand the work activities and expectations of employees in regard to their future workplace

**Whom should this be sent to:** all employees who will be using the future space. In some instances (major project), the survey might have to be sent to an employee representative who will answer the survey for a specific group of employees.

**When to send the invitation** : To be sent once the project has been announced to the affected employees either via a communiqué or a townhall. To be coordinated with the PSPC project manager and design manager.

**Who should send the invitation**: Executive Sponsor in collaboration with the Project Sponsor

**Expected outcome**: Ensure as many employees as possible participate into the survey for the benefits of the future design of the workplace.

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.

**TO:** [All impacted employees]

**FROM:** [Executive sponsor + project sponsor]

**SUBJECT:** [Suggested title] Modernizing our workplace: what do you think? [location] or [name of the project]

 Our Department understands that after working remotely because of the long pandemic, the way we work has changed and the way we use our offices will change. At [Organization name], we’re no strangers to change—in fact, change plays an integral role in the evolution and growth of our organization.

We view these changing work considerations as an opportunity to rethink our working environment to continue to perform, deliver our mandate and reach our goals. Our office environment will enable us to thrive and be productive. We are committed to offer a workplace that supports flexibility and mobility.

As a first step on our journey in the planning and implementation of this modernized workplace, we need to hear from you, about your activities, your work and your needs. This will guide the design of our workplace, modernized following the GCworkplace standards which offer a variety of workpoints to support employees in their work activities. We are hoping to have the [project name] fully operational by [date].

We invite you to complete this short survey because our success in planning and delivering our renewed workplace environment rests on your valuable input in putting it together. Help us set the markers for the modernized workplace environment that will provide you a positive work experience at the office.

To access and complete the survey, please click on the following link [xxxx] before [DD-MM]. The survey will take about 5-10 minutes to complete. If you have any questions on the actual survey or project, please communicate with [name of the person and email address].

All of these steps will take us closer to implement a new modern workspace that promotes a welcoming experience, collaboration, team cohesion and innovation.