**Communication to Manager/GP Partner Template**

In order for your project to get underway and to be successful, your manager(s) will need to understand the importance of the project and agree to your time commitment. Simply use this template (and the information from your capacity calculator) to let them know about the project and obtain their agreement. You could use it to send an email or letter.

**QI Project**

Dear [*Manager/GP Partner Name]*,

I am planning on completing an important QI project on ‘Ensuring every patient with Asthma has a Personalised Asthma Action Plan (PAAP)’.

This project will be important because evidence suggests that only 16.1% 1-5 year olds, 24.3% 6-18 years olds, and 25.9% adults have any record of a Personalised Asthma Action Plan in their records. With a personalised asthma action plan, patients are **four times less likely** to be admitted with an asthma attack.

I have attached the NACAP audit report, for your reference, and I draw your attention to the section on personalised Asthma Action Plan (page x).

I propose ensuring that every patient on the Asthma register has access to a Personalised Asthma Action Plan.

This project will require *>insert minutes<* minutes of my time per week over the *>insert number<* week period from *>insert start date<* to >insert finish date<. This will enable me to check *>insert number<* patients on our Asthma register.

I hope to receive your approval for this important project.

With Kind Regards,

*[Your name]*