**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 ‘Checking inhaler technique for patients with Asthma and COPD’.

This project will be important because evidence suggests that only 44.4% patients on the COPD and Asthma registers have had their inhaler technique checked.

I have attached the NACAP audit report, for your reference, and I draw your attention to the section on inhaler technique (page x).

I propose targeting all patients on the Asthma and COPD registers and letting them know that the apps and online resources available, which provide them with virtual action plans, as well as loads of really useful advice on staying well, using their inhalers, monitoring their symptoms, and knowing what to do when their symptoms deteriorate.

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<.

I hope to receive your approval for this important project.

With Kind Regards,

*[Your name]*