**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 ‘Optimising patients with COPD on high-value interventions’.

This project will be important because evidence suggests that only 56% of people with COPD have been referred for pulmonary rehabilitation. Pulmonary rehabilitation is one of the highest value interventions for patients with COPD; on completion of a PR programme, a high proportion of patients achieve important gains in exercise performance and/or health status.

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

I propose referring more patients who are functionally disabled by COPD to this high value intervention, and those who do not meet the criteria for pulmonary rehabilitation are advised to use the COPDhub app which contains a lot of valuable resources for patients with COPD.

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 optimise *>insert number<* patients on our COPD register.

I hope to receive your approval for this important project.

With Kind Regards,

*[Your name]*