**Communication colleagues template**

Before you get underway with your project, you should let you colleagues and other relevant stakeholders know about your project.

Simply use this template to let them know about the project, they may want to be involved, or your work on their project may impact them. You could use it to send an email or letter.

**QI Project**

Dear [*Name]*,

I am planning on completing an important QI project on ‘Getting the diagnosis right for patients on the Asthma register’.

This project will be important because evidence suggests that only 76.3% adult patients and 67.4% children and young adult patients on the Asthma registers have evidence of any tests results that can be used to support their diagnosis. Without any evidence of testing there is a risk of misdiagnosis, and patients potentially ending up on harmful treatments.

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 checking our Asthma register for evidence of any diagnostic test for all our patients, and inviting those who do not have sufficients evidence in for a diagnostic review.

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 support for the successful completion of the project. All help would be greatly appreciated, so if you would be willing to help complete this project, please let me know.

With Kind Regards,

*[Your name]*