**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 ‘Checking second hand smoke exposure of children with Asthma’.

This project will be important because evidence suggests that less than 1% patients on the paediatric asthma registers have been asked about their exposure to second hand smoke and their parents offered Very Brief Advice.

I have attached the NACAP audit report, for your reference, and I draw your attention to the section on Second Hand Smoke Exposure (page x).

I propose adjusting our local protocol for Paediatric Asthma Review to incorporate this important step, and ensuring these checks are coded appropriately.

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 Paediatric 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]*