

Sample Weekly Report for Individual Contributors

From: <Your Email>
 To: Design Team Lead
 Subject: <Your Name> - Weekly report <date>

Highlights

- Set up RTL simulator
- Simulated RTL design
- Published address map draft, [link](#)
- Obtained a temporary simulator license

List finished work and “good news”

Unexpected Problems

- Shortage of simulator licenses causes substantial delays

Unexpected, unwelcome news, obstacles, setbacks

Critical Issues

- Need additional simulator license purchased
- Need process libraries for digital synthesis tool

For immediate attention of manager(s)

Individual Activities in Detail

This week

- Set up simulator
- Obtained a temporary simulator license from vendor
- Simulated RTL design
- Debugged simulation run time issue
- Answered questions on legacy design
- Updated legacy design documentation, [link](#)
- Published address map draft, [link](#)

List everything you did this week. Use hyperlinks to refer to any documentation and resources for easy access

Next week plan

- Set up synthesis scripts
- Run trial synthesis

List everything you plan to do next week

Planned absence

- Vacation 11/25-11/29 inclusive

Alert managers, colleagues to your upcoming absence

<Company Name> Confidential and Proprietary

Standard footer for internal communications