

## Sample Weekly Report with Task Status for Individual Contributors

From: <Your Email>

To: Design Team Lead

Subject: <Your Name> - Weekly report <date>

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### 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 the manager(s)

### Task Status

Task Name	Completion	Notes
RTL design	95%	Need to finish pad frame
Design simulation	50%	Initial RTL simulations complete
Design synthesis	0%	Waiting for process libraries
Design documentation	5%	Released address map

### 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