GSTRIDE AI

PRODUCTIVITY REPORT TEMPLATE · 2026 EDITION

Productivity Report Template.

Two formats inside this PDF — a 4-page Weekly Report and a 6-page Monthly Report. Designed for Engineering Managers, Operations Heads, and COOs who want outcome signals not keystroke counts. Compliant with EU AI Act + DPDP Act 2023 when sourced from non-invasive measurement.

WEEKLY · 4 PAGES

Header, 5-signal grid, blocker log, top-3 plan. ~25 min to populate by hand. Friday afternoon cadence.

MONTHLY · 6 PAGES

Trend deltas, deep-work hrs per IC, blocker themes, capacity drift, retro. ~70 min by hand. First business day of month.

FOR	TEAM SIZE	EDITION
Eng Managers · Ops Heads · COOs	6 – 500 ICs	v1.0 · May 2026

How to use this template

This is a **two-format manager template** for tracking team productivity through outcome signals, not capture signals. The same 5 signals — focus depth, blocker recovery, commit cadence, meeting load, flow-state minutes — are tracked weekly and rolled up monthly. By month three the trend is the story; the weekly numbers are just the inputs.

The point of running both cadences is that **weekly catches the blocker, monthly catches the pattern**. A meeting-load spike one week is noise; the same spike three weeks running is a calendar problem the org needs to solve.

> **How to get the data.** Each of the 5 signals can be sourced manually from the team's calendar (meeting load), Git host (commit cadence), self-reported deep-work timer (focus depth + flow-state minutes), and a shared blocker channel (blocker recovery). Or have gStride auto-populate the same 5 signals from non-invasive telemetry — no screenshots, no keystroke capture. Book a 30-min readiness audit at the back of the PDF.

> **Anti-surveillance note.** The signals are intentionally outcome-shaped. "Lines of code" is not on the list because it incentivises noise; "screenshot ratio" is not on the list because it inverts the consent posture under DPDP and triggers high-risk classification under EU AI Act. Use these 5 and discard the rest.

Recommended workflow. Manager fills the Weekly Report every Friday — 25 min — and the Monthly Report on the first business day of each month — 70 min. Share the Monthly upward to the COO / Founder. Keep the Weekly internal to the team unless an outsized blocker theme emerges.

W

WEEKLY REPORT · FORMAT 1 OF 2

Weekly Productivity Report.

A 4-page weekly report a manager fills out (or has gStride auto-populate) every Friday afternoon. Cadence: 1 per week per team of 6 – 15 ICs. Time to complete by hand: ~25 minutes.

MANAGER	_____	TEAM	_____
WEEK OF	_____ (Mon – Fri)	HEADCOUNT	_____ ICs · _____ on leave
REPORTING UP TO	_____	DATE SUBMITTED	_____

5-signal weekly grid

Capture the team-level rollup for each signal this week. The rubric column shows how each signal is computed; the target column is a benchmark for healthy engineering teams (25 – 500 person org, mixed-experience). Beat it, miss it, hold steady — all are useful — the point is the trend not the absolute number.

#	SIGNAL	HOW IT IS COMPUTED	HEALTHY TARGET	YOUR TEAM THIS WEEK
1	**Focus depth** *min/day avg*	Average minutes of uninterrupted focus per IC per day. Reset on context switch > 5 min.	≥ 90 min/day	_____
2	**Blocker recovery** *hrs to resolve*	Mean time from blocker logged to blocker cleared. Lower is better.	< 4 hrs	_____
3	**Commit cadence** *commits/IC/wk*	Median commits per IC per week. Replaces "lines of code" — counts shipped intent.	8 – 14 / wk	_____
4	**Meeting load** *% of IC time*	Percent of IC calendar booked in synchronous meetings. Higher = less focus runway.	≤ 18%	_____
5	**Flow-state min** *min/IC/day*	Sum of contiguous deep-work blocks ≥ 45 min. Self-reported or detected (no keystroke capture).	≥ 60 min/day	_____

Blocker log — this week

Capture each blocker that cost > 2 hrs of IC time. The point is the pattern — repeat blockers across weeks are the highest-leverage fixes a manager can make. Keep names anonymised at the team-rollup level.

#	BLOCKER DESCRIPTION	IC TIME LOST	HOURS TO CLEAR	OWNER OF FIX
1	_____	_____ hrs	_____ hrs	_____
2	_____	_____ hrs	_____ hrs	_____
3	_____	_____ hrs	_____ hrs	_____
4	_____	_____ hrs	_____ hrs	_____
5	_____	_____ hrs	_____ hrs	_____
6	_____	_____ hrs	_____ hrs	_____

Next week — top 3 plan

Three commitments for next week. One per line. Keep it outcome-shaped — "ship the consent-export endpoint" beats "work on consent flow" every time.

#	OUTCOME WE WILL SHIP	LEAD	RISK IF MISSED
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

MANAGER SIGNATURE _____ DATE _____

M

MONTHLY REPORT · FORMAT 2 OF 2

Monthly Productivity Report.

A 6-page monthly rollup an Eng Manager or Ops Head fills out (or has gStride auto-populate) the first business day of every month. Cadence: 1 per month per team — or per org for ≤ 30 ICs. Time to complete by hand: ~70 minutes.

REPORTING UNIT	_____	MONTH	_____
MANAGER	_____	AVG HEADCOUNT	_____ ICs
REPORTING UP TO	_____	DATE SUBMITTED	_____

5-signal monthly trend

The same 5 signals as the weekly report, but rolled up across all 4 – 5 weeks of the month. Capture the month average, the delta vs the prior month, and a one-line interpretation. A 10% drop in focus depth + 12% rise in meeting load is the same story told twice — name the cause once.

#	SIGNAL	TARGET	THIS MONTH AVG	PRIOR MONTH	DELTA	ONE-LINE READ
1	**Focus depth** *min/day avg*	≥ 90 min/day	_____	_____	_____ %	_____
2	**Blocker recovery** *hrs to resolve*	< 4 hrs	_____	_____	_____ %	_____
3	**Commit cadence** *commits/IC/wk*	8 – 14 / wk	_____	_____	_____ %	_____
4	**Meeting load** *% of IC time*	≤ 18%	_____	_____	_____ %	_____
5	**Flow-state min** *min/IC/day*	≥ 60 min/day	_____	_____	_____ %	_____

Deep-work hours per IC (this month)

An IC-level rollup of deep-work hours (sum of contiguous 45-min+ focus blocks) across the month. Sort high-to-low. The shape of this list — a long tail or a sharp drop-off — is the conversation, not the names. Use IC code, not real names, when this PDF leaves the team.

IC CODE	ROLE	DEEP-WORK HRS (MONTH)	VS PRIOR MONTH	MANAGER NOTE
IC-01	_____	_____ hrs	_____ %	_____
IC-02	_____	_____ hrs	_____ %	_____
IC-03	_____	_____ hrs	_____ %	_____
IC-04	_____	_____ hrs	_____ %	_____
IC-05	_____	_____ hrs	_____ %	_____
IC-06	_____	_____ hrs	_____ %	_____
IC-07	_____	_____ hrs	_____ %	_____
IC-08	_____	_____ hrs	_____ %	_____

Blocker themes (this month)

Cluster individual blockers from the four weekly reports into themes — "QA bottleneck," "Vendor latency," "Ambiguous requirements." Keep the count and IC-hours-lost so themes can be compared. The leverage move is the theme with the largest combined IC-hours cost, not the most frequent blocker.

#	THEME	OCCURRENCES	IC HRS LOST	OWNER OF FIX	TARGET CLOSE DATE
1	_____	_____	_____ hrs	_____	_____
2	_____	_____	_____ hrs	_____	_____
3	_____	_____	_____ hrs	_____	_____
4	_____	_____	_____ hrs	_____	_____
5	_____	_____	_____ hrs	_____	_____

Capacity drift · focus-vs-meeting ratio

Capacity drift is the gap between planned IC-weeks (headcount × weeks worked) and effective IC-weeks (planned minus blockers, meetings > healthy target, unplanned support load). A drift of > 18% over two months running is the early signal that a hiring conversation needs to happen before the next quarter — not after.

METRIC	THIS MONTH	PRIOR MONTH	READ
Planned IC-weeks	_____	_____	_____
Effective IC-weeks	_____	_____	_____
Capacity drift %	_____ %	_____ %	_____
Focus-vs-meeting ratio	__ : __	__ : __	_____
Unplanned support load (hrs)	_____	_____	_____

Retro · decisions · next-month plan

One paragraph per box. The retro is for the manager and the report-up audience — not the IC team. Keep it outcome-shaped and decision-shaped, not feeling-shaped.

WHAT WORKED

_____

WHAT WE MISSED

_____

DECISIONS MADE THIS MONTH

_____

TOP 3 OUTCOMES — NEXT MONTH

_____

MANAGER SIGNATURE _____ REPORTING-UP SIGNATURE _____ DATE _____

Metric calculation rubric

Each of the 5 signals is defined below in one paragraph. Print this page and keep it next to whoever fills out the report — consistency week-over-week is the difference between a useful trend and a noisy chart.

SIGNAL 1

Focus depth

Unit: min/day avg · **Target:** ≥ 90 min/day

Average minutes of uninterrupted focus per IC per day. Reset on context switch > 5 min.

SIGNAL 2

Blocker recovery

Unit: hrs to resolve · **Target:** < 4 hrs

Mean time from blocker logged to blocker cleared. Lower is better.

SIGNAL 3

Commit cadence

Unit: commits/IC/wk · **Target:** 8 – 14 / wk

Median commits per IC per week. Replaces "lines of code" — counts shipped intent.

SIGNAL 4

Meeting load

Unit: % of IC time · **Target:** ≤ 18%

Percent of IC calendar booked in synchronous meetings. Higher = less focus runway.

SIGNAL 5

Flow-state min

Unit: min/IC/day · **Target:** ≥ 60 min/day

Sum of contiguous deep-work blocks ≥ 45 min. Self-reported or detected (no keystroke capture).

Compliance posture · AI Act + DPDP

This template is designed against the surveillance-default rules that matter for an EU- or India-deployed workforce. Read the two callouts below before you populate Signal 1 (Focus depth) or Signal 5 (Flow-state minutes) from any automated source.

EU AI Act (enforcement Aug 2, 2026)

Productivity inference on an employee is a high-risk use case under Annex III. If your source data includes screenshot capture, keystroke logging, or continuous webcam capture, you are running a high-risk system and need transparency, human oversight, and a DPIA. This template uses outcome signals, not capture signals — which keeps the inference outside the high-risk tier when sourced correctly.

DPDP Act 2023 (India, Rules notification expected late 2025 / 2026)

Default-on capture inverts the consent posture under DPDP Sections 4 and 5. Use this template as a measurement layer above a no-screenshot, no-keystroke, no-default-webcam source — that is what an AI productivity intelligence platform looks like under DPDP. Verify implementation with your DPO before rollout.

One important note. The 5 signals in this template are designed to be sourced without screenshot capture, keystroke logging, or continuous webcam capture. If your current vendor cannot produce these signals from non-invasive sources, the gap is the vendor not the template — score them on the DPDP Vendor Risk Worksheet or the EU AI Act Vendor Scorecard (both free at gstride.ai/resources/).