

## Develop planning documents for the evaluation or M&E system

An [evaluation plan](#) (for a particular evaluation) usually specifies: what will be evaluated; the purpose and criteria for the evaluation; the key evaluation questions; and how data will be collected, analyzed, synthesized and reported. It may include a program theory/logic model.

An [evaluation framework](#) (sometimes called a Monitoring and Evaluation framework, or more recently a Monitoring, Evaluation and Learning framework) provides an overall framework for evaluations across different programs or different evaluations of a single program (e.g. process evaluation; impact evaluation). This can include guidance on data sources and management processes, as well as an overall program theory/logic model.

However sometimes the term 'evaluation framework' is used to refer to a plan for a single evaluation or to an organisational policy.

## Methods

- [Aide memoire](#)

An aide-memoire generally refers to a document that is produced to summarise key findings and important recommendations of an evaluation.

- [Evaluation framework](#)

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- [Evaluation plan](#)

An evaluation plan sets out the proposed details of an evaluation - what will be evaluated, how and when.

- [Evaluation work plan](#)

An evaluation work plan involves the development of clear timeframes, deliverables and milestones.

- [Inception report](#)

An inception report of an evaluation is prepared by an evaluator after an initial review of relevant documentation.