Planning for evaluation should start during the project design stage. As a starting point to tailor an evaluation, the below six connected steps checklist developed by Centers for Disease Control and Prevention can be used.

1. Engage stakeholders
2. Describe the program
3. Focus the evaluation design
4. Gather credible evidence
5. Justify conclusions
6. Ensure use and lessons learned

References:
Western Michigan University Evaluation Checklists, retrieved from: https://wmich.edu/evaluation/checklists
USAID Monitoring, Evaluation and Learning Toolkits, retrieved from: https://usaidlearninglab.org/mel-toolkits