

NVivo Project Worksheet

This worksheet is designed to help to set-up your NVivo Project in the most effective and efficient way *before* importing and coding any data. It is a structured way to prepare your Project for a typical **iterative top-down/bottom-up approach to qualitative data analysis**. This should save you time and effort when coding.

Please note that this structured method of setting up a Project will **not be useful for Grounded Theory Approaches to analysis**. For Grounded Theory, I do recommend at least setting clear boundaries for the scope of your project. This is so you have a clear idea of what information is relevant to your analysis, which in turn makes it easier to identify when your coding scheme is sufficient and complete.

Please Note: if at any time completing this worksheet you find it difficult to answer a question, it *may* be because your research question/hypothesis needs to be developed further so that it can clearly guide both your research measurement (e.g., interview questions) and analysis. In this case, consider revising the question/hypothesis so that it is:

- **Specific** – questions with a narrow scope are easier to address. Consider breaking up a broad question into multiple smaller ones.
- **Clear** – relevant themes and other variables (e.g., groupings) you will need for analysis can be readily identified.
- **Measurable** – you can provide clear and valid definitions for your themes and they can be coded reliably (consistently).

Write down your general research question/hypothesis:

(e.g., "How do university students in Australia compare their current experience of learning since the COVID-19 pandemic, to that of the previous year").

Based on your question/hypothesis, what will your Cases be (e.g. people, places, journal articles, etc.)?

(e.g., University students in Australia who have been studying at uni for more than two years, Cases = Students).

What **Case** Classification(s), Attributes and Values will you need in order to answer any specific research questions/hypotheses?

(e.g., if you expect student responses will be different depending on the university attended, degree studied, subject studied).

Classification <i>(E.g. Student)</i>	Attributes <i>(E.g. University)</i>	Values <i>(E.g. ANU, UNSW, Monash)</i>

Are there any **Source Classification(s), Attributes and Values** will you need in order to answer the questions/hypotheses?

(e.g., Will you have more than one source of qualitative data? Classification = interview or survey or focus group. Will you have more than one interviewer and need to check that they all produce the same quality in responses?).

Classification <i>(E.g. Interview)</i>	Attributes <i>(E.g. Interviewer)</i>	Values <i>(E.g. Kerry, Leigh, Tony)</i>

What initial **Research Nodes** (Thematic Codes) will you need to answer the questions/ hypotheses? *[Note if they are Stand-Alone or Hierarchical]*. How will you define and apply each of them to your data?

Node <i>(E.g., Quality of Learning)</i>	Definition/Application <i>(E.g., Describes how their experience of lectures moving online has affected their ability to learn, or aligned with their learning style, etc...)</i>

What **Contextual Nodes** (Codes) will you need to answer the question/hypothesis (e.g., Attitude: positive, negative, mixed)? How will you define and apply each of them to your data?

Node <i>(E.g., Positive Attitude)</i>	Definition/Application <i>(E.g., Context is positively worded (I.e., "good", "beneficial"), favourable towards the subject of conversation...)</i>

Lastly, think about how you might analyse your qualitative data in order to answer the question/hypothesis (e.g., will you be comparing the number of **Cases** mentioning **Nodes** X, Y and Z within the **Attribute** groups A, B and C? → Matrix Query). Are there any elements for the analysis missing in your initial Project set-up?