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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 turns 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).

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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 *E.g. Student*	Attributes *E.g. University*	*Values* *E.g. ANU, UNSW, Monash*

Are there any **File Classification(s), Attributes and Values** will you need in order to answer the questions/hypotheses?
(e.g., Will you have more than one type of qualitative data file? Classification 1 = "Interview", Classification 2 = "Focus Group". Will you have more than one interviewer and need to check that they all produce the same quality in responses? Attribute = "Interviewer").

Classification *E.g. Interview*	Attributes *E.g. Interviewer*	*Values* *E.g. Sophie, Paul, Tony*

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What initial **Research/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?

Code	Definition/Application

Code
• *Technology*
    ○ *software*
    ○ *hardware*
    ○ *internet connection*
	Definition/Application
	E.g., Describes their experience of using different technologies to access course content (before or after COVID) etc…

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What **Contextual Codes** will you need to answer the question/hypothesis (e.g., Attitude: Positive, Negative, or Mixed; Before or After COVID)? How will you define and apply each of them to your data?

Code *E.g., Positive Attitude*	Definition/Application *E.g., response is positively worded (i.e., "good", "beneficial"), favourable towards the subject of conversation, etc…*

Lastly, think about how you might analyse your qualitative data in order to answer your questions/hypotheses (e.g., will you be comparing the number of **Cases** mentioning **Thematic Codes** X, Y and Z within **Attribute** groups A, B and C? Or differences in *qualitative content* for **Thematic Code** A between **Attribute** groups A and B? → Matrix Query). Are there any elements for the analysis missing in your initial Project set-up? If so, add more Attributes and Values for them.