

Quick guide to working in NVivo for teams

1. A designated project manager creates a new project, imports all files, and creates basic coding structure.
2. The project manager creates a copy of the project, for PC, Mac or both), and shares this copy via OneDrive or similar service
3. Project members go to the shared drive and copy the relevant project version (Mac or Windows), the copy is stored on a local drive (desktop, documents etc.) before it is opened.
4. Project members will code to existing codes and create new code whenever relevant (it is a very good idea to use the description field to log for yourself and for your fellow team members how the new codes are defined in order for others to understand and yourself to remember later).
5. Halfway through the coding process, it is recommended that the project manager makes a call for all teams members to share their projects through the shared drive (the reverse procedure of the above). This is to make sure that everything works the way you were expecting.
6. The project manager imports each project one at a time into the master project. All identical codes will be merged, all divergent codes will have to be cleaned up.
7. At this stage, it makes sense to discuss, if the coding strategy is working or should be changed.
8. The project manager shares the aggregated project with the team members (cf. above) and coding continues
9. The project manager makes a final call and all projects are merged and analysis can commence.

Questions? Feel free to reach out to [Joshua Kragh Bruhn](#) or [Liselotte Brandstrup](#)