Using Qualitative Data Analysis Software (QDAS): A Five-Stage Process for Building Evaluator Capacity

Establish Your QDAS Infrastructure

1

	Identify a QDAS champion
	Obtain buy-in from company or departmental leaders
	Explore, pilot and select software

Build and Support QDAS Use

2

	Develop a purchase and installation plan
	Ensure ongoing financial and administrative support
	Develop a plan for initial and ongoing training
	Develop an ongoing software review and maintenance strategy

Align Data Collection Practices with QDAS

3

	Develop data collection tools to bridge design and deliverables
	Review tools for technical compatibility with QDAS
	Develop style guides and glossaries in advance of data collection
	Proactively identify possible categorizations for units of analysis
	Incorporate QDAS awareness into data collection training

Develop a QDAS Management and Guidance System

4

	Establish project team roles with QDAS in mind
	Develop a work plan to allow sufficient time for QDAS work
	Allocate project resources to support QDAS use

Integrate QDAS into Organizational Culture

5

	Explore nontraditional uses for software
	Nurture a community for user knowledge sharing
	Identify and mentor champions with diverse research interests

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