AMMAN ARAB UNIVERSITY

Faculty of Information Technology

TRACE

SCOPE VALIDATION & CHANGE CONTROL STRATEGY

DATE: DECEMBER 15, 2025

Project Title: TRACE - Transfer Recognition and Automated Course Engine

Project Start Date:
November 1, 2025

Projected Finish Date:
June 15, 2026

Students

Sdra Osama Mohammed Awameh	202210368
Rasha Khalid Waleed Alsaleh	202210632

Amman - Jordan
2025/2026

Introduction

This paper summarizes the strategy for validating project scope and controlling changes throughout the TRACE project. Scope validation ensures deliverables meet requirements and gain stakeholder acceptance, while change control prevents uncontrolled scope creep that could derail the project. Both processes are essential for delivering the system on time within the 7-month timeline while maintaining quality and stakeholder satisfaction.

Scope Validation Strategy

Scope validation is the formal process of obtaining stakeholder acceptance of completed deliverables. The TRACE project uses an iterative validation approach aligned with Agile methodology:

Sprint Reviews (Bi-Weekly)

Every two weeks during Wednesday supervisor meetings, the team demonstrates completed work to Dr. Marwan Alseid and Dr. Alaa Abuthawabeh. Supervisors review deliverables against sprint goals, provide feedback, and either accept the work or identify required changes. This frequent validation catches issues early.

Phase Gate Reviews

At major milestones (Requirements Complete, Design Complete, Core Modules Complete, Testing Complete), formal reviews validate that all phase deliverables are finished before moving forward. Project supervisors approve technical gates, while the Head of Department approves major milestones. Phase gate checklists ensure nothing is missed.

User Acceptance Testing (UAT)

In April-May 2026, selected professors and the HOD will test the system with realistic scenarios. Success requires all test cases passing, 75%+ user satisfaction rating, and formal acceptance sign-off. UAT validates that the system meets real-world faculty needs.

Final Project Acceptance

At project completion in June 2026, supervisors and HOD review all deliverables to confirm the system is ready for operational use. Final sign-off authorizes deployment and closes the project.

Each deliverable has specific validation criteria. For example, requirements documents must be complete, clear, and approved by stakeholders. Software modules must pass all tests and meet performance requirements. The complete system must achieve 85%+ matching accuracy and satisfy acceptance criteria from the scope statement.

Change Control Strategy

Change control manages requests to modify project scope, schedule, or other elements. Changes are categorized by impact with different approval processes:

Minor Changes (Low Impact)

Small adjustments like UI color changes or form field reordering that don't affect scope or schedule. The Project Manager can approve these after team discussion. No formal documentation required - just logged in the issue tracker.

Moderate Changes (Medium Impact)

Changes affecting execution but not overall scope, like adding validation rules or modifying report layouts. Require approval from project supervisors during weekly meetings. Brief email change request with impact assessment needed.

Major Changes (High Impact)

Significant changes affecting scope, schedule, or objectives, like adding entire new modules or expanding to other faculties. Require formal Change Request Form with detailed impact analysis, reviewed by supervisors and HOD. These are rare and carefully controlled.

Change Request Process

For moderate and major changes, the process is: (1) Document the proposed change and reason, (2) Analyze impact on scope, schedule, cost, quality, and risks, (3) Present to appropriate approval authority, (4) Receive decision (approved, approved with modifications, or rejected), (5) If approved, update WBS and schedule and implement in next sprint, (6) Log all changes in Change Log and communicate to stakeholders.

Preventing Scope Creep

Several strategies prevent uncontrolled scope expansion: maintaining a clear baseline (scope statement, WBS, requirements), requiring formal approval for all changes, making impact visible through analysis, educating stakeholders about constraints, deferring good ideas to "Version 2.0" rather than forcing them in, conducting regular sprint reviews to minimize surprises, and enforcing the firm June 2026 deadline which creates natural scope boundaries.

Roles and Responsibilities

Project Team: Prepare deliverables, conduct self-review, demonstrate work, address feedback, document validation results.

Project Supervisors: Review technical deliverables, approve requirements and design, validate sprint deliverables, approve moderate changes, sign-off on phase gates.

Head of Department: Validate business alignment, approve major milestones and changes, participate in UAT, provide final acceptance.

Faculty Members: Participate in UAT, provide usability feedback, complete satisfaction surveys.

Conclusion

This strategy balances structure with flexibility. Iterative validation through bi-weekly sprint reviews catches issues early and keeps stakeholders engaged. Formal phase gates ensure major milestones are truly complete before proceeding. The tiered change control process allows necessary adaptations while preventing scope creep that would jeopardize the June 2026 deadline. By following these processes, the TRACE project will deliver expected value while maintaining control over scope, schedule, and quality.

Strategy Approval:

Dr. Marwan Alseid - Project Supervisor	Date:
Dr. Alaa Abuthawabeh - Project Co-Supervisor	Date:
Rasha Khalid Alsaleh - Co-Project Manager	Date:
Sdra Osama Awameh - Co-Project Manager	Date: