



BOHIOSYSTEM

• DEVELOPMENT PROCESS • BOHIOSYSTEM

Development Process

How we take an idea from framing the problem to a production system your team can maintain.

DOCUMENT

BS-SVC-01B

VERSION

1.0

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PREPARED BY

BohioSystem

BohioSystem

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HOW WE WORK

A development process exists to reduce surprises. This document explains ours in enough detail for you to know what to expect each week.

We do not use branded methodology. We take what works from iterative delivery and adjust it to the actual size of the project: a three-month system does not need the same ceremony as a two-year program.

2 wks.TYPICAL ITERATION
LENGTH**Weekly**

PROGRESS REPORT

ContinuousINTEGRATION AND
DEPLOYMENT**2 cycles**

REVIEWS PER MILESTONE

01

The five stages

Each stage ends in a concrete deliverable that is reviewed and approved before moving forward.

STAGE	TYPICAL DURATION	ACTIVITIES AND DELIVERABLE
Discovery	1–2 weeks	Interviews with users and stakeholders, review of current systems, process mapping, and problem definition. <i>Deliverable: discovery document and proposed scope.</i>
Design	1–3 weeks	Architecture, data model, integration contracts, interface prototype, and milestone plan. <i>Deliverable: architecture document and implementation plan.</i>
Build	By iteration	Incremental development, automated testing, code review, and a demo at the end of each iteration. <i>Deliverable: working software in a test environment.</i>
Go-live	1–2 weeks	Data migration, acceptance testing, controlled deployment, and training. <i>Deliverable: system in production and a trained team.</i>
Evolution	Ongoing	Support, fixes, prioritized improvements, and periodic reporting. <i>Deliverable: monthly report and updated roadmap.</i>

02

What an iteration looks like

The unit of work is two weeks. This is the rhythm within each one.

MOMENT	WHAT HAPPENS
Start	The set of work for the iteration is agreed from the backlog prioritized by the client. Nothing goes in without a written acceptance criterion.
During	Development, testing, and code review for every change. Everything approved is integrated continuously into the main branch.
Checkpoint	A brief mid-iteration report: what is progressing, what is stuck, and what decision is needed from the client.
Close	A demo of what was built on the test environment, not in slides. Feedback is gathered and the plan is revised.

03

Definition of done

A feature is not done because the code exists. It is done when it meets all of the following.

Code

- Reviewed by another team member.
- Meets project conventions.
- No static analysis warnings.
- Merged into the main branch.

Documentation

- API changes documented.
- Relevant decisions recorded.
- Runbook updated if operations change.
- Release notes written.

Testing

- Automated tests covering the main case.
- Error cases accounted for.
- The full suite passes in the pipeline.
- Tested in the test environment.

Acceptance

- Meets the written acceptance criterion.
- Validated by the functional owner.
- No open high-severity defects.
- Deployable without manual steps.

04

Change control

Scope changes on every project. What prevents conflict is agreeing in advance on how it is managed.

TYPE OF CHANGE	HOW IT IS HANDLED
Minor adjustment	A behavior correction or interface detail within the agreed scope. Absorbed into the iteration with no formal process.
Scope change	New functionality or a substantial modification. It is estimated, the impact on timeline and cost is documented, and the client decides whether it goes in, is postponed, or displaces something else.
Priority change	Reordering the backlog is the client's prerogative and carries no cost, provided it does not change the total committed for the current iteration.
Defect	Behavior that does not meet what was agreed. Fixed at no cost and with priority over new work.

05

Roles and responsibilities

ROLE	RESPONSIBILITY
Technical lead (BohioSystem)	Architecture, delivery quality, and technical communication. The single point of contact.
Development team (BohioSystem)	Build, testing, documentation, and deployment.
Functional owner (client)	Prioritizes the backlog, resolves business questions, and validates deliverables. The role that most shapes the project's pace.
Technical point of contact (client)	Facilitates access, environments, and integrations with existing systems.

THE MOST COMMON BOTTLENECK

The most frequent delay in software projects is not technical: it is waiting on a decision or approval from the client side. That is why we define upfront who decides, and agree on a maximum response time for questions that block progress.

Let's talk

NEXT STEP

Write to us and we'll schedule a working session at no cost to review your specific case.

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WEB

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