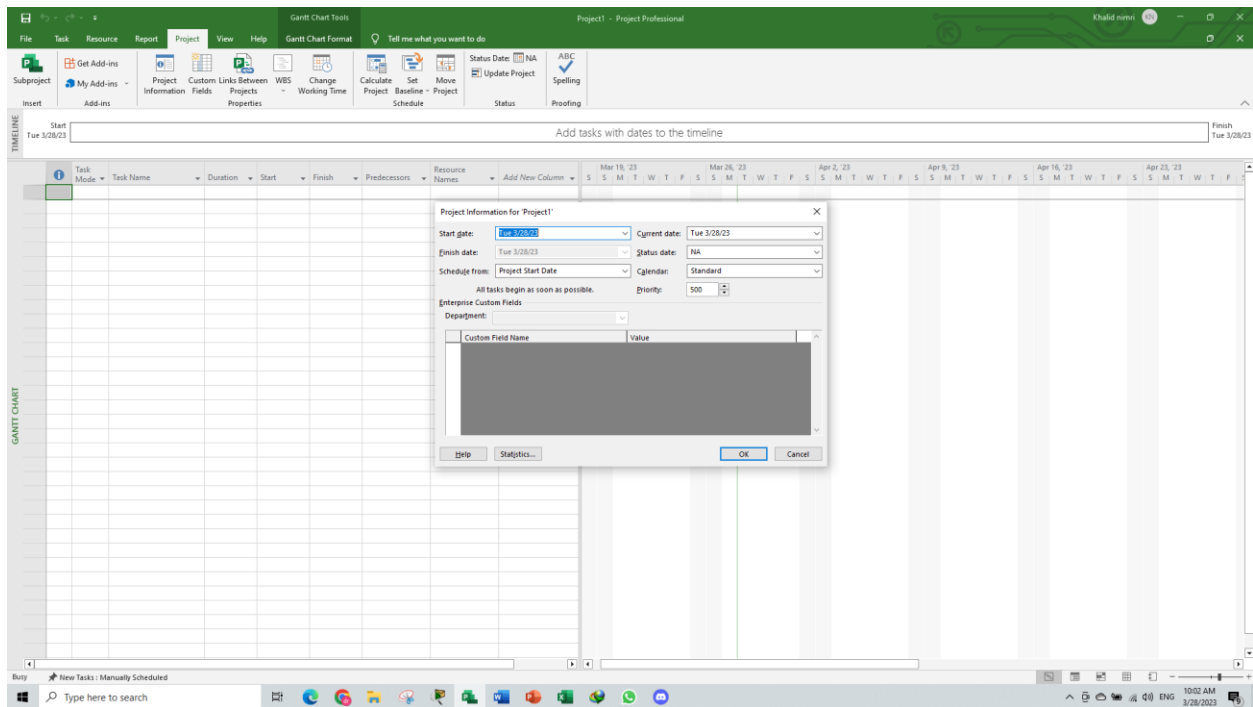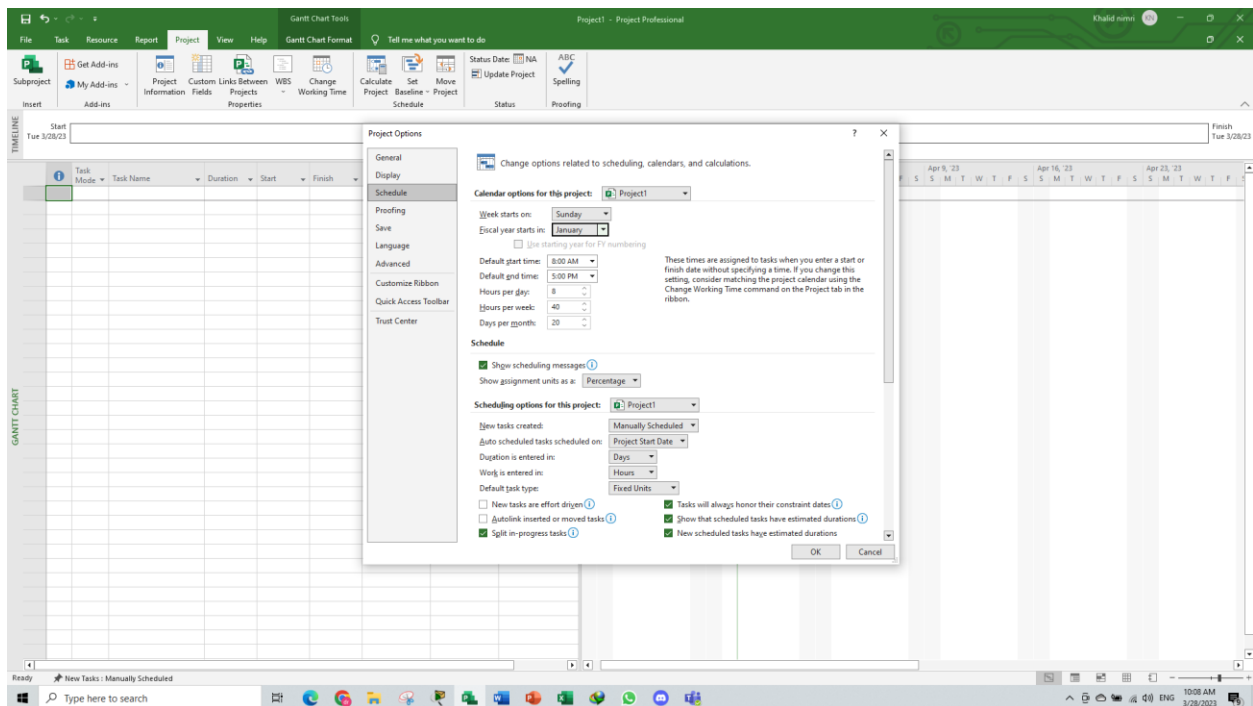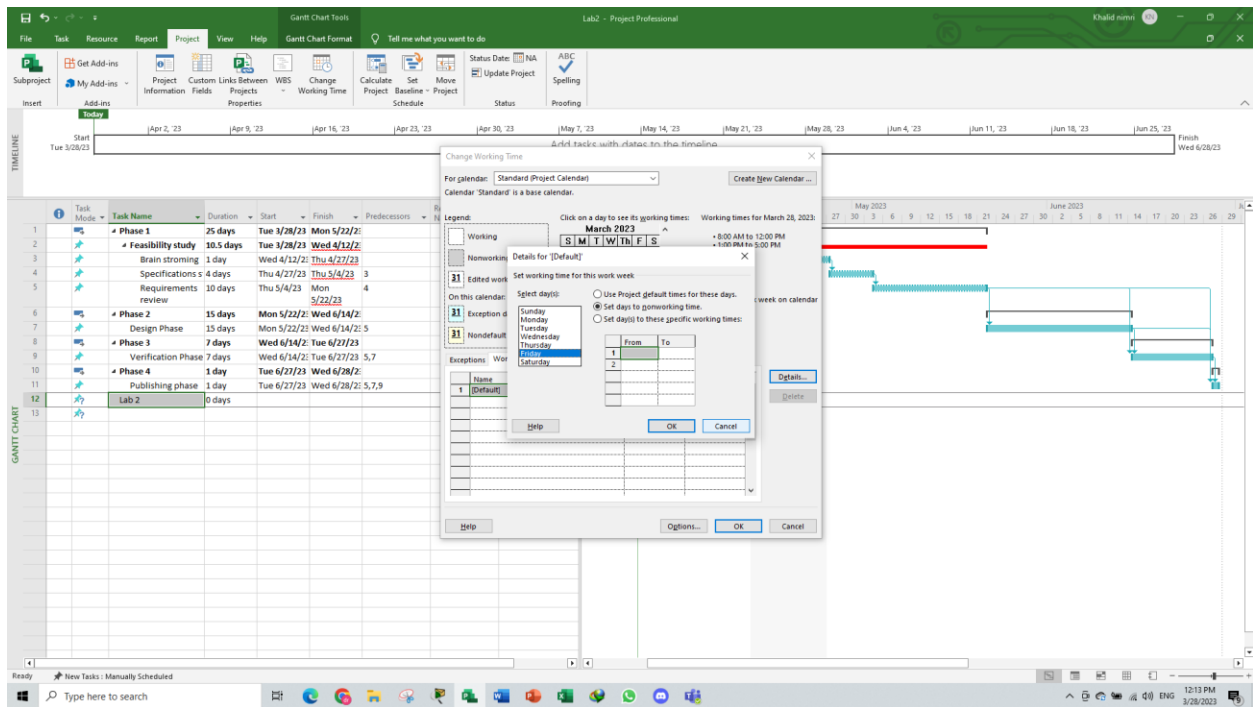1. Create a new project plan and set the current date as starting of the sample project
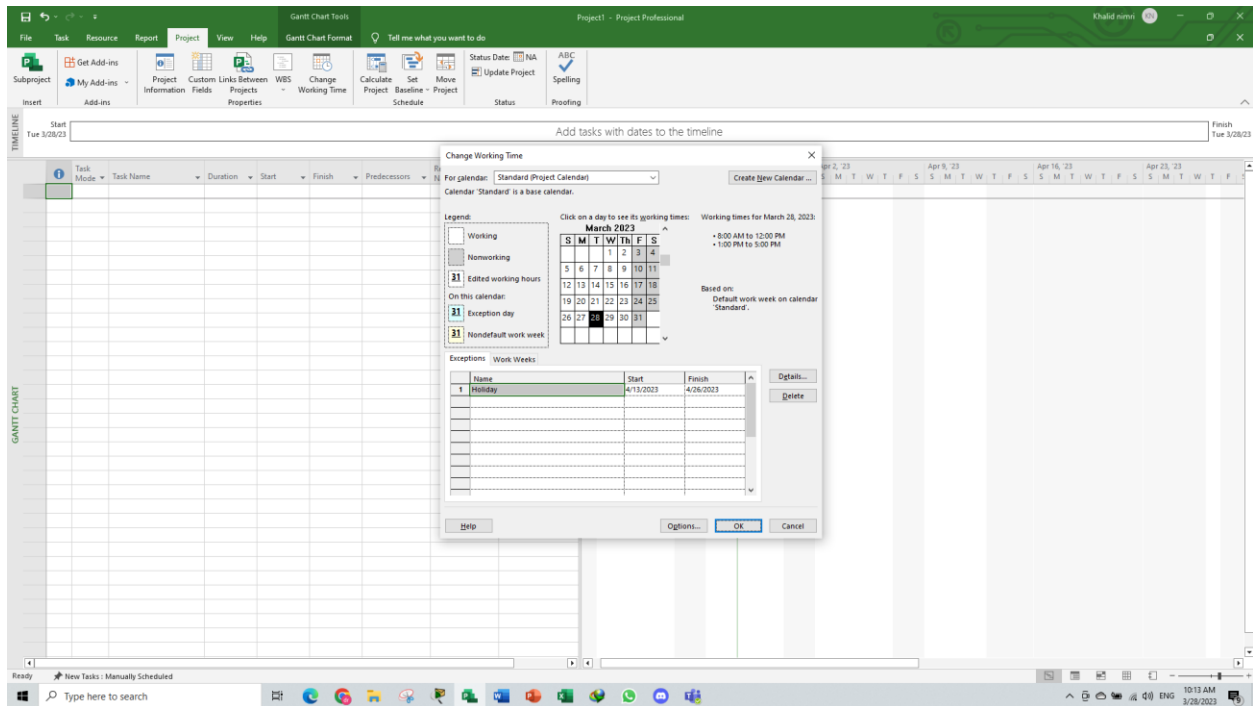

2. Change the Project Calendar to fulfill the requirement of KSA working environment
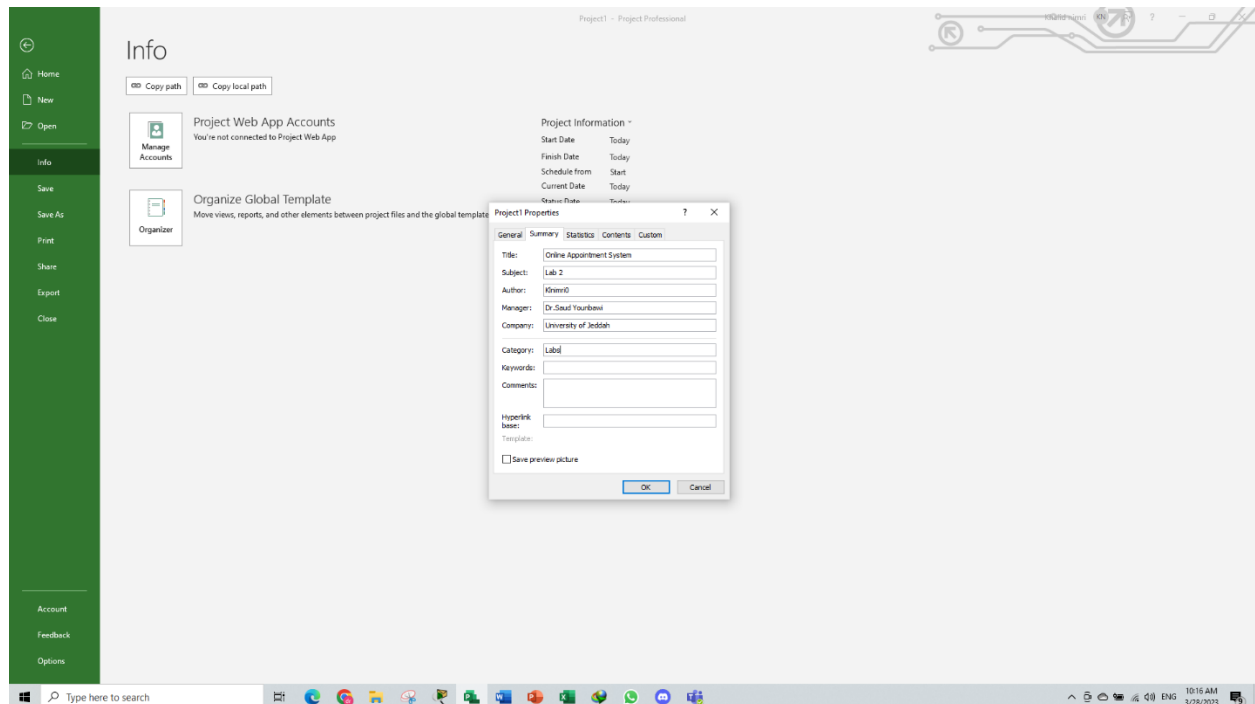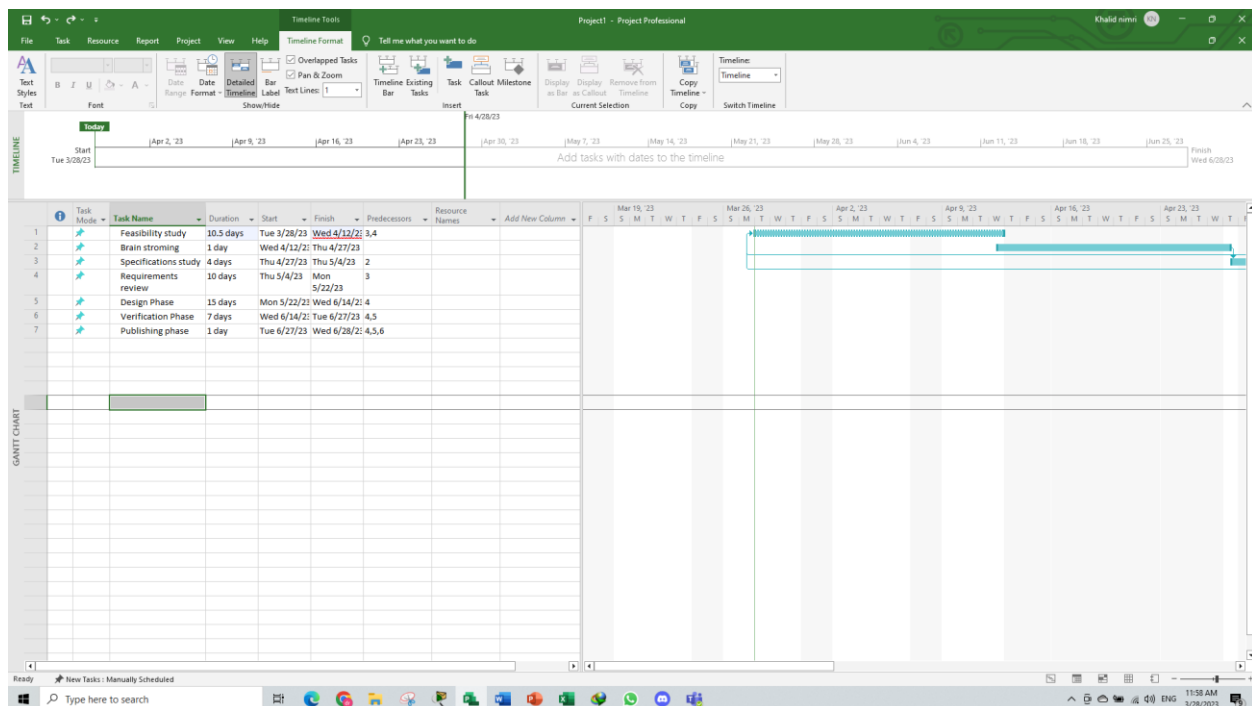
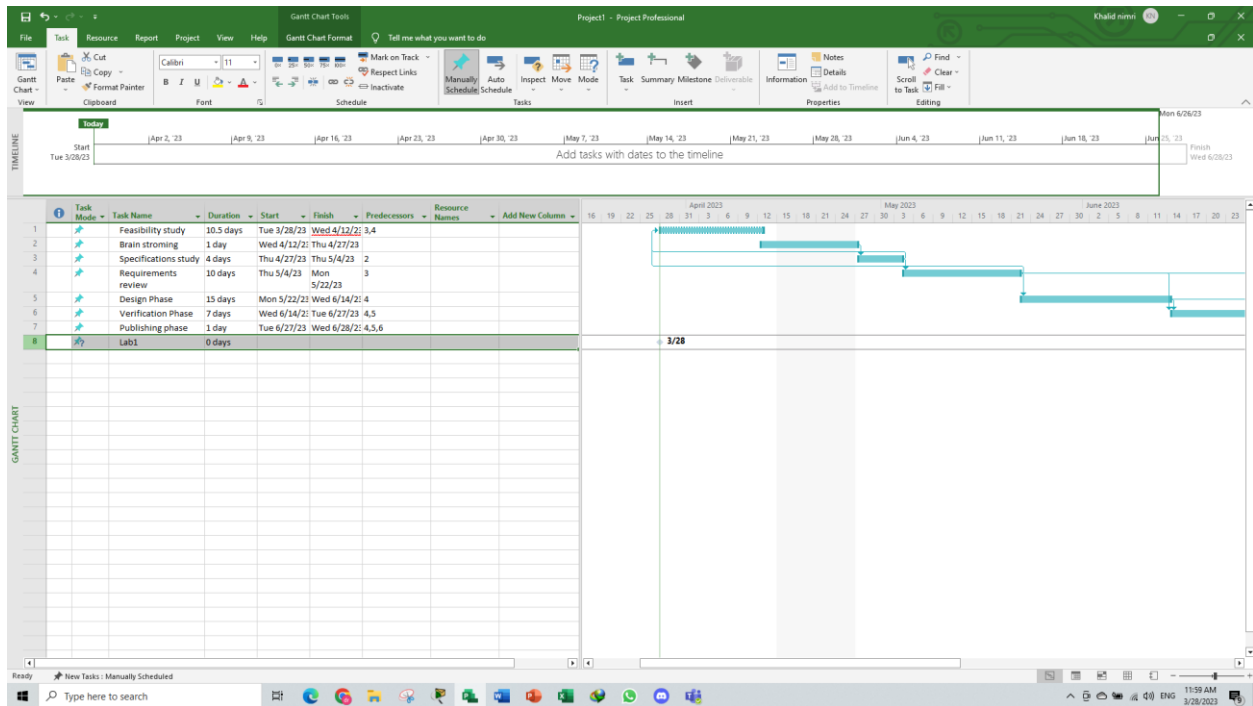3. Set any unplanned holiday as an exception

4. Enter the title of the project as "Online Appointment System" along with name of project manager and other project related information
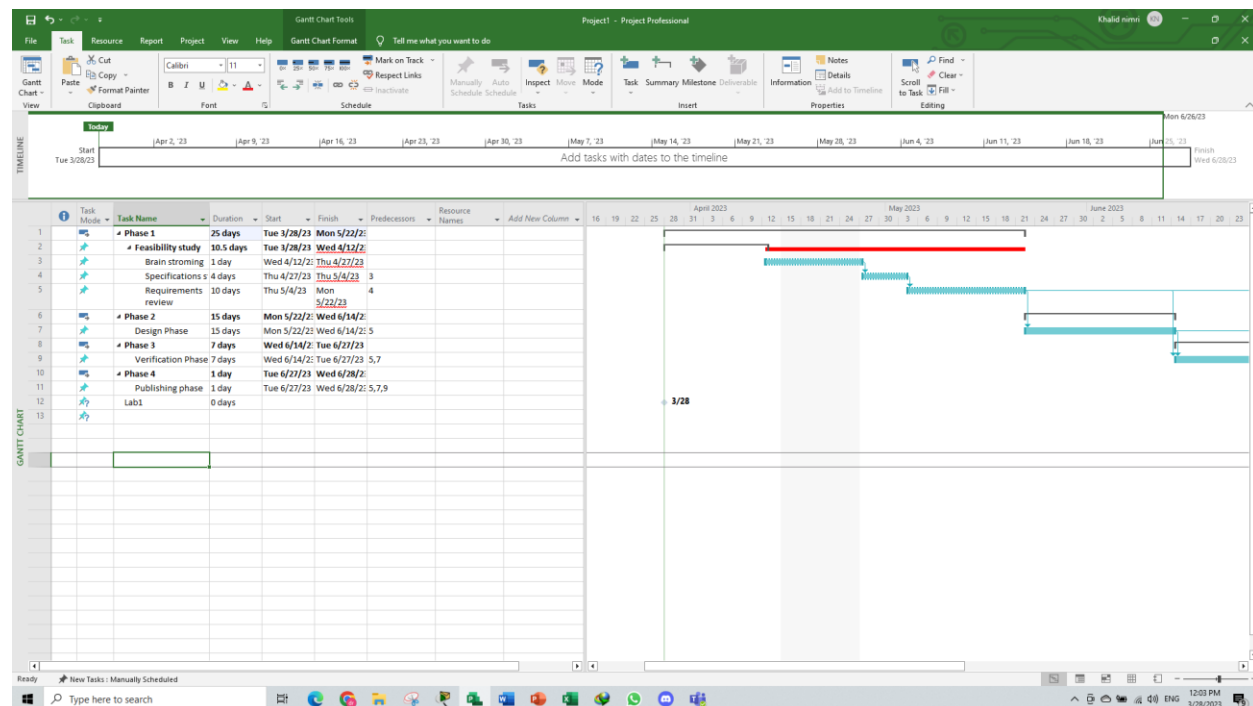

5. Define work in your project plan by configuring the tasks, their duration etc.

6. Configure milestone of there is any in your sample project

7. Create phases for easy management of relevant tasks

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