



Specialization in Project Management + Training Program



This highly specialized and concentrated Program is ideally suited to following individuals who are:

- **Fresh University Graduates and like to pursue a career in Project Management**
- **Already working professional who are looking a better Project Management Skills.**
- **Managers who are looking to pursue their career in project management domain.**
- **People who would like to do the international certification PMP. This course also covers complete preparation of PMP.**

Program is offered by: 3D Educators – Trainers & Consultants

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3D EDUCATORS

TRAINERS & CONSULTANTS

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

Number of classes in a week	Two Class Per Week
Duration of each class	4-Hour
Fee Level 1:	Rs.11000/-
Fee Level 2:	Rs.6000/-
Fee Level 3:	Rs.5000
Fee Level 4:	Rs.5000
Fee Level 5:	Rs.5000
Total Fee:	Rs.32000/-

Other Learning Activities:

Complete Project	1
Presentations by Trainees	1

Program Topics and Time Allocation

The participants will cover the following syllabus:

Level – 1: Project Management/ Project Management Professional Training

Level – 2: Management Skills or Quality Management

Level – 3: Project Risk Management

Level – 4: Microsoft Project Management

Level – 5: Primavera

About the Program Designer & Instructor

The “Specialization in Project Management +” Program has been designed and will be conducted by Senior most PMP CERTIFIED PROFESSIONALS who having the huge experience of Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Project Management), M.Sc. (Petroleum Technology) , M.Sc Applied Physics and Certification of MCSE, CCNA, CWNA and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

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Program Syllabus

LEVEL 1

PROJECT MANAGEMENT/ PROJECT MANAGEMENT PROFESSIONAL

Day 1

- Introduction to Project Management
- The project management context
- Project management knowledge areas
- Project Initiation Process Group

Day 2

- Project Planning Process Group
- Scope management
- Communication Management

Day 3

- Project Planning Process Group
- Time Management
- Cost Management

Day 4

- Project Planning Process Group
- Time Management [Activity Duration Estimation, Critical Path , Develop Schedule]
- Cost management [Cost Budgeting]
- Quality Management

Day 5

- Project Planning Process Group
- Risk Management [Risk Management planning, Risk Identification, Qualitative, Quantitative and Risk Response Planning]
- Procurement Management [Plan Purchase & Acquisition, Plan Contracting]

Day 6

- Execution Process Group [Team Acquiring, Complete Project scope, Requested Changes, Information Distribution]
- Controlling process Group (Scope Verification, Integrated change control)

Day 7

- Execution Process Group [Team Management, Quality Assurance, Select Seller response, Select Seller]
- Controlling Process Group [Scope Control, Cost Control, Schedule Control]

Day 8

- Closing Process Group
- Contract Closing
- Closing Projects
- Professional Responsibility
- Closing Process Group Test

3 LEVEL 2 MANAGEMENT SKILLS OR QUALITY MANAGEMENT

- ❖ Principles of Management, Quality Leadership, Quality Gurus Teaching,
- ❖ Quality Principles, Quality Philosophy, Deming 14 points
- ❖ Overview of ISO Principles, ISO9000 Standard,
- ❖ Quality Processes Quality Policy, Quality Objectives, Quality Manual, Quality Audit
- ❖ People Development and Team building
- ❖ Total Quality Management (TQM)
- ❖ Continual Quality Improvement Tools and application, PDSA cycle
- ❖ Quality tools and techniques, Fishbone technique, Control Chart,
- ❖ Tools and techniques for process improvement
- ❖ Brainstorming, Process Charts, Histogram, Pareto Diagram
- ❖ Performance Measurement
- ❖ TQMEX Model

- ❖ Business Process Re-Engineering

- ❖ Quality Control Circles

- ❖ Overview and concept of Six Sigma

3 LEVEL 3

PROJECT RISK MANAGEMENT

COURSE DESCRIPTION

Project managers are critically examining their approach to managing risk. To remain competitive, project managers cannot afford to set up contingencies or control measures for every conceivable risk. Rather, they must determine proportionate expenditure to managing risk. This course introduces learners to widely accepted risk assessment, management, and control practices using tools and techniques.

WHO SHOULD ATTEND

This course is primarily designed for project managers or project team members who require a better understanding of risk management in their projects. Individuals taking this course should have at least two years of experience working on project teams.

COURSE BENEFITS

- In-depth understanding of the types of risks that threaten projects at each stage of development
- Knowledge of strategies used by highly successful project managers to recognize risks, assess probabilities and potential impacts, and take steps to respond to project risks
- Skills in using proven risk identification and analysis tools to identify, analyze, rank, and quantify risk on various types of projects
- Insight into the statistical theory and analytical tools which are the foundation for probability estimations used to analyze and plan for managing project risk

COURSE OUTLINE

ONE FULL DAY – FIVE STAR HOTEL

- Course Introduction
- Introduction to Risk Management
- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

3 **LEVEL 4**
MICROSOFT PROJECT MANAGEMENT SOFTWARE

Microsoft Project

Professional



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MS Project (Professional)

Getting started with PM software through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning MS Project. This course leads you through hands-on workshops that create and track an entire project to completion using the three basic elements of project management: schedule, resources, and costs.

Audience

- ✓ New users of MS Project

This course targets company senior management, department/functional heads, project managers and project team members in the successful planning, management, students and control of projects.

Prerequisite

- ✓ A working knowledge of Windows™.

COURSE OUTLINE:

All sections of the course are based on theoretical and practical knowledge with many examples of the application of project management in completing successful projects. The course is interactive with lectures using presentations, question and answer sessions, individual and group exercises, and a concluding test of the principles to reinforce the transfer of project management knowledge to the participants.

Course Length: 20 Hrs
2 H / D
2 D/W

MAIN HEADS

- Introduction
- PM Introduction (9 Areas)
- Project Management Frame Work
- Scope Management
- Time Management
- Cost Management
- Fundamentals of Project Management Establishing the Project & Coding Structures
- Developing the Schedule
- Software Introduction
- Project

CREATING PROJECT PLAN

➤ **WORKING WITH PROJECT FILES**

- Create a new project
- Base a new project on an existing project or a template

➤ **CREATING THE PROJECT PLAN**

- Establishing time limits
- Lining up your resources
- Looking at dependencies
- Establishing Basic Project Information
- Looking at Project Calendars
- Setting calendar options
- Setting schedule options
- Creating a new calendar
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Copying tasks
- Displaying and hiding tasks

➤ **Building Tasks**

- Establishing Timing for Tasks
- Fixed-unit tasks
- Fixed-duration tasks
- Fixed-work tasks
- Effort-driven tasks
- Assigning Task Timing
- Using the Task Information dialog box
- Setting scheduling options
- Assigning a calendar to a task
- Creating milestones
- Timing for summary tasks
- Using Recurring Tasks
- Establishing Dependencies among Tasks
- Dependency types

➤ ***Creating Resources and Assigning Costs***

- Understanding Resources
- How resources work
- How Project uses resource information
- How Project gathers cost information
- Creating a Resource List
- Modifying Resource Information
- Assigning a communication method
- Specifying resource availability
- Specifying a booking type
- Creating a generic resource and custom fields
- Adding notes to a resource
- Calendars and resources
- Modifying a resource's working hours
- Using Resources and Tasks
- Assigning resources to tasks
- Handling Unusual Cost Situations
- Looking at the project's cost
- Assigning a fixed cost to a task
- Assigning a fixed resource cost to a task

➤ ***Understanding the Basics of Views***

- What Is a View?
- Changing a table
- Changing a Details section
- Examining Indicators
- Admiring the Views
- Calendar
- Leveling Gantt
- Multiple Baselines Gantt
- Customizing Views
- Filtering Views to Gain Perspective
- Applying a filter to a view
- Creating custom filters
- Using AutoFilters
- Using grouping

➤ ***Modifying the Appearance of Your Project***

- Changing Project's Looks
- Using the Gantt Chart Wizard

➤ ***Resolving Scheduling Problems***

- Adding resources to tasks
- Using overtime
- Adding time to tasks

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- Adjusting slack
- Changing task constraints
- Splitting a task
- Using the Critical Path to Shorten a Project
- Shortening the critical path

➤ **Resolving Resource Problems**

- *Understanding How Resource Conflicts Occur*
- Spotting Resource Conflicts
- Resolving Conflicts
- Changing resource allocations
- Switching resources
- Adding a task assignment to a resource
- Scheduling overtime
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads
- Automatic leveling
- To set a priority, follow these steps:
- To level tasks automatically, follow these steps:
- Manual leveling
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads

➤ **Tracking Your Progress**

- Understanding the Principles of Tracking
- Estimates versus actuals
- Using Baselines
- What is a baseline?
- Setting a baseline
- Changing the Baseline
- Adding a task to a baseline
- Using interim plans
- Clearing a baseline or interim plan
- Viewing Progress with the Tracking Gantt View
- Interpreting the Tracking Gantt view
- The Task Variance table
- The Task Cost table
- The Task Work table
- Understanding Tracking Strategies
- Tackling the work of tracking
- Keeping track of tracking

➤ **Recording Actuals**

- Updating Tasks to Reflect Actual Information
- Setting actual start and finish dates
- Recording actual durations
- Setting remaining durations
- Setting the Percent Complete value
- Setting work completed
- Using Actuals and Costs

- Using the Cost table for tasks
- Using the Cost table for resources
- **Overriding resource cost valuations**
- Techniques and Tips for Updating
- Tracking work or costs regularly
- Letting Project reschedule uncompleted work

➤ **Reviewing Progress**

- Using the Tracking Gantt view
- Using the Work table for tasks

3 **LEVEL 4** PRIMAVERA (PROJECT PLANNER 3.0)



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PRIMAVERA 3.0

Getting started with PM software through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning P3. This course leads you through hands-on workshops that create and track an entire project to completion using the three basic elements of project management: schedule, resources, and costs.

Audience

- ✓ New users of Primavera Project Planner (P3 ver . 3.0)

This course targets company senior management, department/functional heads, project managers and project team members in the successful planning, management, students and control of projects.

Prerequisite

- ✓ A working knowledge of Windows™.

COURSE OUTLINE:

All sections of the course are based on theoretical and practical knowledge with many examples of the application of project management in completing successful projects. The course is interactive with lectures using presentations, question and answer sessions, individual and group exercises, and a concluding

test of the principles to reinforce the transfer of project management knowledge to the participants.

Course Length: 40 Hrs
2 H / D
2 D/W

MAIN HEADS

- Introduction
- Fundamentals of Project Management Establishing the Project & Coding Structures
- PM Knowledge Areas

- Scope Management
- Time Management

- Cost Management
- Earned Value
- WBS (Work Break Down Structure) Foundation of Project Management
- Managing Resources & Resource leveling
- Network Analysis
- Growth Curve (S – Curve)
- Developing the Schedule
- PM Process Groups
- Techniques For Managing Complex Projects
- IPECC (Initiating , Planning, Executing, Controlling, Closing)

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- Introduction of Primavera Project Planner
- Scheduling ** (Advance options)

Project Development

Projects and Layouts

- Starting P3 and Opening Projects
- Adding a Project
- Setting Access Rights for the Project
- Defining Restricted Access Rights
- Creating a New Layout
- Saving Layouts
- Opening an Existing Layout
- Running a Filter when Opening Layouts
- Creating a Snapshot Activity List
- Using Layouts Across Projects
- **Working with Activities**
- Assigning Activity IDs
- Adding Activities in the Bar Chart View
- Adding Activities in the PERT View
- Adding Activities with Relationships
- Estimating Durations
- Defining Activity Types
- Editing Data in the Activity Columns
- Using the Activity Form
- Using the Detail Forms
- Selecting Activities
- Cutting, Copying, and Pasting Activities
- Deleting and Dissolving Activities
- Extracting Activities
- Moving Activities

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- Switching Between the Bar Chart and PERT Views
- Using Fragnets to Create a Project

Working with Relationships

- Defining Relationships using the PERT View
- Defining Relationships using the Bar Chart View
- Editing and Deleting Relationships
- Tracing Logic

Calculating and Adjusting the Schedule

Calculating a Schedule
 Creating a Schedule Statistics Listing
 Setting Schedule Calculation Options
 Using Date Constraints
 Using Float Constraints
 Assigning Constraints

Activity Calendars

Adding a New Activity Calendar
 Defining Global Calendar Information
 Defining Shift Data for Hourly Projects
 Specifying Holidays, Non work periods , and Exceptions
 Printing Calendars
 Assigning Calendars to Activities

Resource Calendars

Defining Resource Calendars
 Scheduling Using Resource Calendars
 Spreading Resource Usage When Using Resource Calendars
 Resource Calendars and Layout Organization

Work Breakdown Structure Codes

Breaking Down Project Components
 Organizing Activities by WBS Codes
 Setting Up a WBS Level Structure
 Outlining the WBS
 Assigning WBS Codes to Activities in a Work Breakdown Outline
 Assigning WBS Codes Using the Activity and WBS Forms Summarizing by WBS Code

Activity Codes

Creating Activity Codes and Values
 Assigning Activity Codes Using Activity Columns
 Modifying Activity Codes and Values
 Coding Activity IDs
 Combining Codes into Aliases

Custom Data Items

- Defining Custom Data Items
- Assigning Custom Data Items Using the Activity Columns
- Assigning Custom Data Items Using the Activity Form
- Creating Custom Data Item Bars
- Using Global Change to Compute Custom Data Items

Targets and Progress

- Creating a Target Project
- Modifying a Target Project Globally
- Replacing Calendars and Dictionaries in a Target Project
- Updating Activity and Resource Detail in a Target Project
- Recording Progress Using the Activity Form
- Recording Progress on the Bar Chart
- Interrupting Activity Progress
- Comparing Current and Target Schedules
- Analyzing Schedule and Cost Performance

Planning Resources and Costs

- Adding Resources to the Dictionary
- Setting Resource Limits and Prices
- Defining Resource Limits by Shifts
- Hierarchical Resources
- Setting Up Cost Accounts
- Estimating Costs
- Allocating Resources to Activities
- Using Driving Resources
- Resource Distribution

Resource Leveling

- Selecting Resources to Level
- Adjusting Resource Availability
- Forward Resource Leveling (Early Dates)
- Backward Resource Leveling (Late Dates)
- Smoothing Resource Use
- Specifying the Leveling Cutoff Date
- Specifying Activities to Level
- Prioritizing Activities for Leveling
- Leveling a Project in a Project Group
- Reviewing the Leveling Analysis Report
- Splitting, Stretching, and Crunching Activities
- Setting Project Options for Splitting, Stretching, and Crunching

Presentation & Analysis

Customizing the Bar Chart View

- Adding, Deleting, and Inserting Columns
- Changing Column Titles and Data Sizing
- Columns and Rows
- Adjusting the Timescale

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- Adding Activity Bars
- Formatting Bars
- Modifying Endpoint Shapes and Colors
- Showing Data on Bars
- Showing Activity Progress on Bars
- Highlighting Critical Activities
- Highlighting Bars by Code
- Formatting Sight Lines
- Customizing Fonts
- Changing Screen Colors

Grouping and Sorting Activities

- Sorting Activities
- Grouping Activities into Bands
- Formatting Group Title Bands
- Page-Breaking by Groups
- Outlining Activities by WBS Levels
- Reorganizing Activities
- Grouping Activities in the PERT View

Selecting Activities by Filter

- What is a Filter?
- Applying Filters
- Adding or Changing Filters
- Transferring Filters
- Highlighting Activities by Filter
- Selecting Activities in a Date Range
- Selecting Activities Using Wildcards
- Selecting Activities with Common Text
- Selecting Critical Activities
- Selecting Activities by Type

Summarizing Data

- Summarizing Data Grouped by Activity or WBS Codes
- Necking Bars (Indenting)
- Showing Discrete Bars in a Summary Group
- Showing Subtotals by Group
- How P3 Summarizes Data

Customizing the PERT View

- What is PERT View?
- Moving Around the PERT View
- Keeping Track of Your Place in PERT
- Reducing or Enlarging the View
- Modifying Activity Ends and Colors
- Formatting Relationship Lines
- Changing the Content and Appearance of Activities
- Creating Your Own Activity Template
- Displaying Connector Blocks
- Controlling the Space between Activities

Customizing Resource/Cost Profiles and Tables

- Reviewing Resource Assignments Using Profiles
- Displaying Resource/Cost Loading in a Table

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Specifying Display Options for Profiles and Tables
Tracking Resource Overloads

Printing Layouts

Selecting a Printer or Plotter
Previewing Before Printing
Saving Output to Files
Saving Layouts as Metafiles
Page Setup for the Bar Chart View
Page Setup for the PERT View
Viewing and Paginating Layouts

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TRAINERS & CONSULTANTS

Production Reports and Graphics

Preparing and Viewing Reports and Graphics

Report and Graphic Templates
Viewing, Printing, or Saving Output Options
Producing Reports and Graphics
Selecting and Sorting Information for Reporting
Reviewing Reports and Graphics Onscreen
Moving and Editing Text and Objects Using Look
Moving/Resizing Text Boxes and Other Objects in Look
Customizing Graphics with Look's Drawing Tools

Schedule Reports

Choosing Content Data Items
Skipping Lines and Pages by Code
Creating Target Comparison Reports
Creating Summary Reports

Resource/Cost Reports

Resource/Cost Control Reports
Resource Productivity/Cost, Price, and Rates Reports

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Earned Value Reports
Tabular Resource/Cost Reports
Resource/Cost Loading Reports

 **Matrix Reports**

Creating a Matrix Report
Specifying Data for Matrix Reports
Defining Rows and Column Headings
Formatting a Matrix Report

 **Custom Report Writer**

Customizing Report Headings
Choosing a Font
Specifying Report Content
Calculating and Modifying Report Data
Grouping and Subtotaling Data
Summarizing and Subtotaling Data
Sorting Data
Summarizing or Detailing Resource Data
Selecting Activities and Resources

 **Bar Chart Graphics**

Adding a Bar Chart Specification
Specifying Activity Data
Specifying Content
Specifying the Date Range
Formatting the Bar Chart Graphic
Choosing Pens and Colors
Specifying Text and Bar Sizes
Tailoring Visual Aids in the Graphic

 **Time scaled Logic Graphics**

Customizing a Time scaled Logic Graphic
Specifying Content
Specifying a Date Range
Formatting a Time scaled Logic Graphic
Sorting Activities in the Graphic
Specifying Colors for Bars and Text
Specifying Activity Criteria
Specifying Text and Bar Sizes
Tailoring Visual Aids in the Graphic

 **Pure Logic Graphics**

Customizing a Pure Logic Diagram
Specifying Content
Formatting a Pure Logic Diagram
Specifying Activity Criteria
Sizing Text

 **Resource/Cost Graphics**

Customizing a Resource/Cost Graphic
Specifying Content

Specifying a Date Range
Formatting a Resource/Cost Graphic
Specifying Colors, Lines, and Fill Patterns
Specifying Activity Criteria
Specifying Text and Bar Sizes

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