

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
**(Department of Business Administration)**

**WARNING**

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Policy Analysis and Implementation (5582)

Semester: Spring, 2024

Level: Executive MBA/MPA

**Please read the following instructions for writing your assignments.**

**(AD, BS, BEd, MA/MSc, MEd) (ODL Mode)**

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the question.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Hand written scanned assignments are not acceptable.
5. Upload you typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5 MB.

**GUIDELINES FOR DOING ASSIGNMENTS**

We expect you to answer each question as per instructions in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully, and go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organization:** Be a little selective and analytical before drawing up a rough outline of your answer. Give adequate attention to the question's introduction and conclusion.  
Make sure that:
  - a) The answer is logical and coherent,
  - b) It has clear connections between sentences and paragraphs,
  - c) The presentation is correct in your own expression and style.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission. It is mandatory to write all assignments neatly in your own handwriting. If you desire so, you may underline the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

## **ASSIGNMENT No. 1**

**Total Marks: 100**

**Pass Marks: 40**

- Q. 1 What is policy learning, and how would you promote it? (20)
- Q. 2 In the context of a particular policy sector, identify the range of policy actors that compose the policy universe and the policy subsystem. Why are some actors found in one group and not the other? (20)
- Q. 3 How does the rise of social media, false news, and “alternate facts” affect policy-making and policy analysis? (20)
- Q. 4 To what extent is it possible to engage the public in policy evaluation? (20)
- Q. 5 Comment on the future of policy analysis and implementation with arguments. (20)

## **ASSIGNMENT No. 2**

**Total Marks: 100**

**Pass Marks: 40**

### ***Instructions:***

1. This assignment is a research-oriented activity. You are required to develop a term paper and submit it to the tutor for evaluation prior to the final examination. The last date of this assignment will be notified separately by our directorate of regional services and the same will be communicated to you directly as well as through approved study centers assigned to you.
2. You will have to participate in the activity fully, actively, and practically to be able to pass the final examination of the course.
3. For the preparation of this assignment, you should first thoroughly review the conceptual framework of the topic and develop scholarly material of the same giving references, quotations, and extracts of various scholars and experts. Then visit any business/commercial organization and study the relevant practical aspects there. Combining the theoretical and practical aspects, develop a comprehensive paper consisting of at least 20 to 25 typed pages to be submitted to your tutor.
  - a) Introduction to the topic
  - b) Important sub-topics
  - c) Practical study of the organization with respect to the topic
  - d) Review of theoretical and practical situations, merits, de-merits deficiencies or strengths of the organization with respect to the topic under study.
  - e) Conclusion and recommendation
  - f) Annex, if any
4. Prepare a copy of this assignment and submit to your tutor for your evaluation.

5. You should add any illustrative material/data/tables/analysis for effective submission.
6. A number of topics given below are the general aspects of the course and you are required to select one of the topics according to the last digit of your roll number. For example, if the roll number is N-9337241, you will select topic number 1, and if the roll number is O-3427185 then you will select topic number 5 (the last digit).

**Topics:**

0. Policy Subsystems
1. Theories and Models of Policy Process
2. Variables Development
3. Public Policy Instruments
4. Globalization and Policy-Making
5. Development of The Policy Approach
6. The Policy Formulation Process
7. Information and Policy Analysis
8. Globalization of Communication
9. Centrality of Decision Making

## **POLICY ANALYSIS AND IMPLEMENTATION COURSE OUTLINE (5582)**

### **UNIT-1: FOUNDATION OF POLICY ANALYSIS**

- What is Policy?
- Definition of “Policy”
- Different Uses of the Word Policy
- Policy versus Planning and Strategy
- Public Interest and Public Policy
- Development of the Policy Approach
- Demand for Policy Analysis
- Dissatisfaction with the Social Sciences Approach in Problem Solving
- Philosophical Frameworks
- The Use of Models
- Descriptive Models
- Normative Models
- Ideal Type Models and the Rational Approach
- Policy Analysis Frameworks
- Rationality
- Incrementalism
- Mixed Scanning
- Public Choice
- Socio-Economic Determinism
- Class Analysis (Marxist Analysis)
- The Policy Process
- Policy as a Process
- Steps in the Policy Process
- Maps of the Policy Process
- Map of Alternative Models of Policy-making Process
- The Issue/Policy Life Cycle

**UNIT-2: POLICY FORMULATION PROCESS: THE PROCESS, STRUCTURE AND CONTEXT OF POLICY-MAKING**

- Policy Formulation Process:
- The Process, Structure, and Context of Policy-making
- The Nature of Policy Formulation
- Approaches to Issue Definition
- Who says there is a Problem?
- Is the Problem Treatable by the Government?
- Is there an Agreement on the Problem?
- Policy Frames
- Levels of Aggregation
- Types of Issues
- Universal
- Advocacy
- Selective
- Technical
- Other Crosscutting Methods of Issue Definition
- Commissions and Task Forces
- Colored Papers
- Eightfold Path to Policy-making
- Issue Search, Agenda Setting, and Issue Filtration
- Issue Search
- Agenda Setting
- Issue Filtration
- Issue Definition
- Issue Definition
- Forecasting and Projecting Outcomes
- Setting Objectives and Priorities
- Objectives
- Prioritizing Objectives
- Policy Option Analysis and Selection
- Policy Implementation, Monitoring, and Control
- Policy Evaluation and Review
- Intendance, Succession, or Termination

**UNIT-3: INFORMATION AND POLICY ANALYSIS**

- Information and Policy Analysis
- The Need for Simple Methods of Policy Analysis and Planning
- The Use of Models
- Limitations of Ideal Type Models of Rational Policy-making
- Limitations of Descriptive Models
- Limitations of Incrementalism
- The Case for and Against More Active Issue Search
- Need to Anticipate Problems and Opportunities
- Need to Rectify Unequal Access to Policy Agenda

- Problem of Analytical Overload
- Problem of Political Overload
- Locating Relevant Sources
- Hellriegel and Slocum's Four Modes of Scanning
- Undirected Viewing
- Conditioned Viewing
- Informal Search
- Formal Search
- Information Needs
- Changes in Clientele
- New Problems
- New Solutions
- Methods of Active Issue Search
- Literature Review
- Informal Sources
- Administrative Sources
- Demographic Analysis
- Social Indicators and Social Data
- Forecasting Models (Delphi Technique and Brainstorming)
- Evaluation of Existing Policies
- Gaining Access to the Policy Agenda and Engaging Assistance
- Arnstein's Ladder of Citizen Participation
- Policy Communities and Networks
- Interest Groups
- Institutional Groups
- Issue-oriented Groups
- Special Interest Groups versus Public Interest Groups
- Advisory Councils and Think Tanks (Policy Institutes)
- Acquiring and Using Leverage
- Role of Interest Groups
- Communication
- Legitimation
- Regulation and Administration
- Recognition of Interest Group by Public Officials
- Expertise and Experience
- Size of Clientele
- Political Clout
- Protecting Credibility
- The Media
- Freedom of Information
- Ministerial Responsibility and Political Neutrality
- Exemptions
- The Review Process
- Whistle Blowing

#### **UNIT-4: POLICY ANALYSIS: THEORIES-I**

- Policy Analysis: Theories-I
- The Need for Better Theories
- Simplifying a Complex World
- Theories and Conceptual Frameworks
- The Stages Approach
- Stages Approach Overview
- Strengths and Weaknesses of Stages Theory
- Search for Better Theories
- The Institutional Rational Choice (IRC) Approach
- IRC: Institutional Analysis and Development (IAD) Framework Overview
- Concepts and Challenges
- Action Arenas
- Action Situations
- Actors
- Additional Factors Affecting the Action Arena
- Linking Action Arenas
- Predicting Outcomes
- Evaluating Outcomes
- Ambiguity, Time, and the Multiple Streams Approach
- Multiple Streams Approach Overview
- Ambiguity
- Temporal Ordering
- Kingdon's Three Streams
- Assessment of Multiple Streams Approach in Practice
- Limitations of the Multiple Streams Approach

#### **UNIT-5: POLICY ANALYSIS: THEORIES-II**

- Policy Analysis Theories-II
- The Punctuated Equilibrium Theory
- Punctuated Equilibrium (PE) Framework Overview
- Agenda Setting
- Institutional Structures
- The Role of Images
- Centrality of Decision Making
- Strengths and Weaknesses of Punctuated Equilibrium Theory
- The Advocacy Coalition Framework (ACF)
- Advocacy Coalition Framework Overview
- Premises of ACF
- Overview of the ACF Structure
- Stable Variables
- Dynamic Variables
- Policy Subsystems
- Belief Systems
- Degree of Consensus
- Learning and Policy Change

- Assessment of the ACF in Practice
- The Innovation and Diffusion Models
- Innovation and Diffusion Models Overview
- Diffusion Models
- Types of Diffusion Models
- Internal Determinants (Innovation) Models
- Dependent Variables
- Hypotheses
- A Comparison of Frameworks, Theories and Models of Policy Processes
- Frameworks
- Type of Actors
- Variable Development
- Units of Analysis
- Levels of Analysis
- Scope
- Theories and Models
- Model of Individual
- Collective Action
- Institutions
- Policy Changes

#### **UNIT– 6: INSTRUMENTS OF GOVERNMENT POLICY**

- Instruments of Government Policy
- The Role of Legislatures
- Legislatures
- Representation
- Law making
- Oversight
- Other Functions
- Causes of Variations in Legislatures
- Public Policy Typologies
- Substantive or Procedural Policies
- Distributive, Regulatory, Self-Regulatory or Redistributive Policies
- Material or Symbolic Policies
- Collective or Private Goods
- Public Policy Instruments
- Selection of Policy Instruments
- Coercion Theory
- Neo-Marxist Theory
- Public Choice Theory
- Types of Policy Instruments
- Suasion
- Direct Expenditure
- Taxation
- Regulation
- Public Ownership

## **UNIT-7: GLOBALISATION AND POLICY-MAKING**

- Globalization and Policy-making
- What is Globalization?
- Dimensions of Globalization
- Ecological Constraints
- Globalization of Culture
- Globalization of Communication
- Economic Globalization
- Political Globalization
- Resistance to Globalization
- Organizational Overviews and Development Approaches
- The United Nations (UN)
- The General Assembly
- The Security Council
- The Economic and Social Council
- The Trusteeship Council
- The Secretariat
- The International Court of Justice
- Other Specialized Agencies
- Development Assistance
- Vignette: The United Nations
- The International Monetary Fund (IMF)
- Main Responsibilities
- Resources
- Vignette: The International Monetary Fund
- The World Bank (WB)
- The International Development Association (IDA)
- The International Bank for Reconstruction and Development (IBRD)
- The International Finance Corporation (IFC)
- The Multilateral Investment Guarantee Agency (MIGA)
- The International Centre for Settlement of Investment Disputes (ICSID)
- The Heavily Indebted Poor Countries (HIPC) Initiative
- Vignette: The World Bank in Chile
- The Asian Development Bank (ADB)
- Vignette: The Asian Development Bank in Pakistan
- 5 Non-Governmental Organizations (NGOs)

## **UNIT- 8: POLICY IMPLEMENTATION, ANALYSIS AND EVALUATION**

- Policy Implementation, analysis and Evaluation
- Implementation Strategies
- Structural Approaches
- Procedural and Managerial Approaches
- Behavioral Approaches
- Political Approaches 5
- Monitoring
- Need for Monitoring



- Need for Information
- Separation of Program Effects from Other Influences
- Costs of Monitoring
- Performance Measurement
- Legislating Performance Measurement
- Performance Measurement in Practice
- Program Evaluation
- Who Conducts Evaluations
- Internal (Operating Staff)
- Internal (Specialized Evaluation Staff)
- External (Commissioned by Delivery Organization)
- External (Commissioned by Funding or Legislative Bodies)
- Types of Evaluations
- Needs Assessment
- Formative Evaluation
- Summative Evaluation
- Implementation Studies
- Outcome Studies
- Accountability Studies
- Evaluation Methods
- Experimental Method
- Pre-Post Studies
- Modeling
- Sources of Data in Evaluation Research
- Program Records
- Program Participants
- Program Staff
- Evaluator Observations
- Community Indexes
- Change and Continuity in Policy Execution
- Use of Evaluation Results for Decision Making
- Program Succession and Termination
- Types of Succession and Termination

**Note:**

*All the Problems, Learning activities Exercises, and questions given in your course books or in Supplementary material are parts of your course.*

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