## Version Control

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Version</th>
<th>Author</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Oct 08</td>
<td>2.2</td>
<td>Dawn Evans</td>
<td>Update of ‘Using DREAM’ section of the Handbook to provide guidance on new features available under V2.2</td>
</tr>
<tr>
<td>29 Jan 09</td>
<td>3.0</td>
<td>Dawn Evans</td>
<td>Update of ‘Using DREAM’ section bringing up to date following V3.0 development, Addition of new section ‘DREAM Development’.</td>
</tr>
<tr>
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<td>3.2</td>
<td>Dawn Evans</td>
<td>Update throughout to include changes due to V3.1 and V3.2, along with revised trigger criteria and EBMS process</td>
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What Is DREAM?

Introduction

1. This Defence Related Environmental Assessment Methodology (DREAM) Handbook has two aims. Firstly, to provide background to DREAM, which includes: information on the mandatory requirement to carry out an environmental performance assessment; DREAM’s location within the appraisal tool hierarchy; and, details of equivalent assessments to DREAM. Secondly, it provides an overview on the DREAM tool along with comprehensive instructions on how to use it.

Background

The Requirement

2. The built environment has a huge impact on both the environment and our lives. It makes heavy demands on our natural resources, is energy intensive and, if poorly managed, can have adverse effects on our communities and businesses. The MOD recognises these impacts and the need for effective management in this area. Environmental measures implemented at design, construction and through the whole life use of a facility will mitigate this damaging impact, reduce running costs and help create better working and living conditions.

3. Central Government has therefore made it a mandatory requirement that “an environmental performance assessment appropriate to the size, nature and impact of the project must be carried out on all public sector construction projects” Office of Government Commerce Common Minimum Standards (CMS), January 2006.

4. Across Government the CMS requirement has been adopted and strengthened within sustainable development targets. The Sustainable Operations on the Government Estate (SOGE) was launched in June 2006 and set new targets, which included raising the CMS target to Excellent for refurbishments and new builds.

5. It is the responsibility of the MOD/DE Project Manager to ensure that this requirement is met.

Environmental Performance Assessments for Construction Projects within the Appraisal Tools Hierarchy

6. A hierarchy of appraisal tools is available to assess and manage sustainability and environmental impacts across the MOD business. Figure 1 sets out the
7. The MOD Sustainability and Environmental Appraisal Tools (SEAT) Handbook is the MOD’s reference for appraisal tool methodologies used on the MOD estate related plans, programmes, projects and activities. It sets out guidance and methodologies for a suite of tools, such as Sustainability Appraisal, Strategic Environmental Assessment and Environmental Impact Assessment, that assess and manage the sustainable effects of development activities on or affecting the MOD Estate. For further guidance see: SEAT Handbook Link. Section 6 of the SEAT Handbook provides further information on DREAM.

8. Environmental performance assessments are one of the more detailed tools that should be identified by the Sustainability Appraisal process. Their application is a mandatory requirement at the project level.

9. Environmental performance assessment tools support clients, designers and contractors in dealing positively with environmental issues relevant to the project and to help integrate such thinking into the design, construction and facility management processes. The tools measure the performance of a project against a set of predetermined design, management and construction standards.

10. The DREAM tool follows four stages; Survey; Design; Construction and Operation. A predicted environmental performance assessment rating can be generated and maintained throughout the design process, with the objective of ensuring that environmental considerations are fully addressed. The Operation assessment is required to establish a final rating following the occupation and use of the building for one year.

11. The requirement to complete assessments is no longer linked to project/activity costs. Project teams should remain pragmatic when considering whether environmental performance assessments are required and each activity should be judged independently. Where the potential environmental impact of a project is low then a simplified approach based on a checklist developed from the criteria in the Sustainability Appraisal may be more appropriate (see Section 3 of the MOD SEAT Handbook)

12. The below criteria is a guide to assist Project teams to consider whether an Environmental Performance Assessment needs to be undertaken, where the construction activities meets any of the following criteria then an assessment should be completed:

   a. It is new build
   b. It is refurbishment where planning permission is required eg. For change of use
   c. It is refurbishment not requiring planning permission but where there are several material effects on the fabric of the building or its services eg.
new heating system, new lighting system, thermal element\(^1\), waste and materials

d. It is on a site protected under environmental legislation (eg. SSSI, SAC, SPA, RAMSAR etc)
e. The work is designed to improve energy efficiency

DE Property can be contacted for advice where Project teams are unsure whether an assessment should be undertaken.

**DREAM Equivalent Assessments**

13. It is DE policy that DREAM Assessments should be carried out where possible on the MOD Estate. However, in certain circumstances it may not be possible to use DREAM in such cases one of the following assessments may need to be used.

14. Building Research Establishment Environmental Assessment Method (BREEAM) offers a fully certified environmental assessment of construction projects and can be used to assess the environmental performance of a range of building types including: Offices, Industrial Units, Retail Units and Schools. Other building types such as leisure centres and laboratories can be assessed using a bespoke version of BREEAM. The MOD may need to use BREEAM where there is no DREAM module appropriate to carry out an assessment. Defence projects which have required commissioning of bespoke BREEAM include Allenby Connaught and Neptune. Assessments are carried out independently by assessors who are trained and licensed by Building Research Establishment (BRE). Recommended fee scales for assessors, BRE quality control and certificate fees are posted on their website at [http://www.bre.co.uk](http://www.bre.co.uk)

15. EcoHomes\(^2\) is a version of BREEAM and focuses on providing environmental performance assessments for new, converted or renovated homes including houses, flats and apartments. Assessments are carried out by independent assessors who are trained and licensed by BRE. Guidance and details of assessors for EcoHomes can also be found on the BREEAM website.

16. The Civil Engineering Environmental Quality (CEEQUAL) Award is designed to address the environmental quality of civil engineering projects. It is applicable to all types and sizes of civil engineering projects and works. On MOD civil engineering projects/elements the Whole Project Award question set should be used. Two separate approaches can be taken in respect of using the CEEQUAL methodology. Firstly, Project Managers may wish to subject their particular project for a formal CEEQUAL award. Should they choose to do this, they should secure the services of an accredited CEEQUAL assessor at the earliest opportunity. The second approach to carry out the CEEQUAL Whole Project

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\(^1\) Thermal element means a wall, floor or roof (but does not include windows, doors, roof windows or roof lights) which separates a thermally conditioned part of the building.

\(^2\) In April 2007 the Code for Sustainable Homes replaced EcoHomes for the assessment of new housing in England. EcoHomes 2006 will continue to be used for refurbished housing in England and for all housing in Scotland and Wales.
Award on a self assessment basis. Project managers who elect this do not seek the formal award but nevertheless the assessment should be carried out by an appropriate trained person. Full details relating to CEEQUAL awards and accredited assessors can be found at: http://www.ceedeqaul.com

Figure 1.

**Obligations for Sustainability and Environmental Appraisals relating to Estate Change - Statutory and Non Statutory Policy**

<table>
<thead>
<tr>
<th>Non Statutory/Policy Obligation</th>
<th>Statutory Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
<td></td>
</tr>
<tr>
<td>Regulatory Impact Assessment</td>
<td>Strategic Environmental Assessment</td>
</tr>
<tr>
<td><strong>Plan/Programme</strong></td>
<td></td>
</tr>
<tr>
<td>Strategic Sustainability Appraisal</td>
<td>Regional Socio Economic Report</td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td></td>
</tr>
<tr>
<td>Full Sustainability Appraisal</td>
<td>DREAM or Equivalent as required for Construction Projects</td>
</tr>
<tr>
<td>Specialist Studies as required</td>
<td>Environmental Impact Assessment</td>
</tr>
<tr>
<td></td>
<td>Habitat Regulations Assessment</td>
</tr>
<tr>
<td></td>
<td>Land Quality Assessment</td>
</tr>
</tbody>
</table>

Appraisal Mitigation and Monitoring measures fed into operational EMS/IRMP

Steady State

- EMS
- IRMP/ILMP
DREAM Overview

17. DREAM is the first tool of its kind designed specifically for the environmental performance assessment of MOD new construction and refurbishment construction projects via the internet. It was designed by DE Property Directorate for use by Project Managers for construction projects on the MOD estate. However, Project Managers may wish to obtain external assistance to complete the assessment.

18. The DREAM tool will ensure that Project Managers can comply with the mandatory requirement to carry out an environmental performance assessment on defence construction projects.

19. The DREAM tool allows users to:

- Choose the appropriate new or refurbishment Module for their project.
- Maintain a detailed record of the assessment online via the DREAM Evaluation and Assessment Log (DEAL). Note: A copy of this should be retained on a local hard drive.
- Produce staged reporting.
- Complete the assessment at a time and place to suit the user and the construction/refurbishment project.
- Produce an automated detailed DREAM Final Assessment Report (FAR) at post four season occupation.

DREAM Structure

20. DREAM assessments are rated on the following scale:

- Pass 25%
- Good 40%
- Very Good 55%
- Excellent 70%

21. There are eight standard DREAM modules, the modules are broken down into four building types and each of these four types has New Build and Refurbishment components. The modules are designed to cover a range of MOD buildings and these are described in the following table.

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Function / Primary Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hangars and Workshops</td>
<td>Hangars</td>
</tr>
<tr>
<td></td>
<td>Workshops</td>
</tr>
<tr>
<td></td>
<td>Fire Stations</td>
</tr>
<tr>
<td></td>
<td>Warehouses</td>
</tr>
</tbody>
</table>
22. The DREAM tool is designed to assess the environmental impacts of the building itself through the four process stages in two phases:

<table>
<thead>
<tr>
<th>Phases</th>
<th>Stages</th>
</tr>
</thead>
</table>
| Project | • **Survey** – site selection; current state of existing site, capacity of local infrastructure; collation of relevant environmental information for handover to the design team.  
• **Design** – minimising the environmental impacts of the building throughout its life (e.g. efficient use of resources and minimal generation of pollution) through efficient and innovative design.  
• **Construction** – managing, monitoring and preventing environmental impacts associated with construction activities. |
| Operation | • **Operation** – implementing and maintaining systems to monitor, reduce and report environmental impacts associated with operation of the building. |

23. Within the four stages, the DREAM questions are arranged under the following categories, which are based on Sustainable Development in Government (SDiG) categories:

- Biodiversity and Environmental Protection
- External Environmental Quality
- Energy
- Internal Environmental Quality
- Procurement
- Travel
- Water
- Waste

24. The DREAM questions include the following information to assist the project team and DREAM assessor:

- Number of credits – this indicates how much each question is worth in the overall DREAM assessment. Some questions are worth one credit, others can be worth up to six credits.
- Aim – this describes the purpose of the credit.
Credit Criteria – these must be complied with in order to achieve the credit.
Credit Evidence – this describes the documentary evidence which must be provided to the assessor, in order for the assessor to award the credit.

25. A DREAM rating is calculated at each of the four stages with a Project Phase rating available after the construction stage and the final overall DREAM rating after the Operation stage.

26. Within the tool, each of the four stages is submitted sequentially by the DREAM assessor when the assessment for that stage is complete (e.g. the DREAM assessor has received sufficient documentary evidence from the project team to determine whether the credits can be awarded). Once each stage is submitted, a ‘Stage Assessment Report’ is automatically generated, summarising the credits achieved / not achieved for that stage, and the DREAM rating achieved for that stage.

27. While each of the four stages is submitted sequentially, it is possible to answer all of the questions in the tool, right from the inception of the project. It is only when each stage is submitted that the responses to the questions in that stage are fixed. This feature allows the project team to use the DREAM tool from the start of the project to predict the DREAM ratings over the life of the project.

28. When all four stages have been submitted, a ‘Final Assessment Report’ (FAR) is automatically generated. This report summarises the overall DREAM assessment, including the final overall DREAM rating.

29. Throughout the entire assessment process, a DEAL is available, which shows the progress of the project, decisions which have been made and affected the DREAM rating, and the assessor’s notes and verification for each question. Defence Estates and the National Audit Office (NAO) will be auditing a select number of MOD projects. When a project is audited, the DEAL will be the key source of information for the auditors.

30. There are no weightings applied to the questions or categories when calculating the DREAM rating at each stage, and there are no weightings applied to the four stages when calculating the final overall DREAM rating. For example, one credit in a Survey stage Energy question is worth the same as one credit in a Construction stage Travel question.

31. A ‘Pass’ rating must be achieved as a minimum at each stage of the project. Further to this, there are a number of key credits which are compulsory questions at each stage, which must be awarded in order to achieve at least a ‘Pass’ rating.

32. The assessment process is shown in Figure 2 and Figure 3 demonstrates how DREAM fits into the project cycle.
DREAM Data

33. All data in DREAM should be unclassified e.g. not subject to any security restrictions. Assessors should ensure that they save personal copies of pdf documents such as the DEAL onto their local hard drives. The tool has the facility to keep all electronic documentation used to compile the rating in one place, however the assessor should also ensure that hard copies of documentation is kept.

Figure 2.

DREAM Assessment Process

[Diagram of the DREAM Assessment Process]

Overall
Rating
Figure 3.

Project Process Diagram

DREAM Stages in EBMS 1.3 Projects

1.3.0 Initial project Planning Activities
1.3.1 Develop Rough Order of Estates Information
1.3.2 Develop Assessment Study Directive
1.3.3 Carry out Assessment Study
1.3.4 Develop Preferred Option
1.3.5 Secure Contract Commitment
1.3.6 Implement Project and accept for Occupation
1.3.7 Manage Compliance Period and close the Contract
Using DREAM

This section provides details on how to use the DREAM tool to carry out an assessment.

Entry Screen

Upon first viewing the system, this is the page that visitors will see. The various sections of the entry screen are explained below.

Scrolling Banner: Provides information on updates or other important news.

Assessor Login: You can login to DREAM to carry out your assessment.

Forgotten Password: Should you be unable to remember the password assigned to you, you can fill out a reminder request form. This is accessed from the ‘Forgotten Password’ link, which is located below the login ‘User Name’ and ‘Password’ fields.

The Forgotten Password page requires you to enter the email address that is held for you by the DREAM Administrator.

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**New User:** You can apply for a login by clicking the ‘Apply for login’ button. From here you can send an email to the Dream Helpdesk requesting a User Name and Password. Be sure to provide your contact details in the email to allow the Helpdesk to contact you should they have any questions. You will generally receive your User Name and Password in an email.

**View/Print Question Sets:** You can view and/or print the question sets and guidance notes for each of the modules by clicking on the ‘Question Sets’ button. This will allow you to become familiar with the assessment criteria before you begin your assessment.

**DREAM Help:** This section of the Entry Screen will provide you with further information on how to use DREAM, including this Handbook. The information can be downloaded as PDFs by clicking the relevant button.

**Online Guides:** These are Flash Movies to be played in Media Player, and have been designed to briefly walk you through using DREAM. It includes guidance on creating a new assessment, answering questions within the assessment, completing an assessment stage, and running a report once the assessment is complete. **NB:** These do not include the developments which have been introduced in V2.2, V3.0, V3.1 & V3.2.
Main Page

When you login to the DREAM assessment website, you will enter at the Main Page.

Start New Assessments: To start a new assessment, click on the ‘New’ button under the Start New Assessment header. Further explanation is provided under ‘Starting a New Assessment’ section.

View/Print Question Sets and Guidance Notes: You can view and print the question sets and guidance notes by choosing the relevant module from the drop down box at the bottom left of the Main Page.

Version Control: This facility shows the current version of DREAM. Clicking on ‘View version history’ enables users to view a list of all the changes that have been made to DREAM since the launch of the version control facility (launched with v2.2 on 30 Oct 2008).
Help: The ‘Help?’ button will open this DREAM Handbook in a new window.

Find and View current assessments: You can view assessments that are in progress by clicking on the ‘View’ button to the right of the relevant assessment. You cannot edit an assessment while you are in the ‘View’ mode.

Filtering assessments: To find a specific assessment, you can search using the filter drop down boxes at the top right of the screen. You can filter by Assessor, Module, Status (phase), (MOD) Site or Contract (type)³.

³ The Site filter facility was launched in V2.2 (30 Oct 08), the Contract filter was launched in V3.0. Both filters are available for assessments started after V2.2 launch. Assessments started before V2.2 launch will only be available where Assessors have added the Site and Contract information retrospectively.
**Own Only Access:** There is a facility which enables the DREAM Administrator to set profiles so that Users can only view their own assessments. This facility is particularly useful where contractors are using the DREAM tool to compile information for bids. The Administrator sets this up as standard for all non MOD staff. Where Own Only is in place the Users will not have the filter facility. Users that wish to view other assessments should contact the Administrator using the following email address: dream@de.mod.uk

**Hidden Assessments:** There is a facility to enable assessments to be hidden. This should only be used to ensure commercial confidentiality, for example for bids. This facility can be accessed by completing assessment details (see below) then selecting the ‘Details’ button and ticking the ‘hidden’ box.

**Assessments**

**Starting a new assessment**

To begin a new assessment, click the ‘New’ button at the top left hand of the Main Page, and it will take you to the page shown below which allows you to input the outline details of your assessment.

There are several pages of detail that you will need to complete and includes the following:
- Building Name
- Site. Drop down box and lets you chose from sites obtained from the Estate Baseline 2008 (Defence Estate Development Plan)
- Occupier
- Address
- Project Description
- Building Type: Drop down box that lets you choose from Hangars and Workshops, Kitchen and Dining, Commercial, or Living Accommodation.
- Existing Building: Drop down which enables selection from previous assessments useful for very similar building types such as SLAM
- Top Level budget holder: Drop down box
- PPM or Minor New Works No: Dial and text boxes to be completed
- Assessment Number
- Managed by DE: Tick box
- Project Type: Can choose from New or Refurbishment
- Contract Type: First drop down box provides high level contracts e.g. Prime Contract, the lower level is more specific e.g. RPC Scotland
- Target rating: Default set as Excellent.
- Approved By: This field is used within the Final Assessment Reports (FAR) and should typically have the name of the Lead Assessor. This can be left and completed at a later project stage.
- Project Manager: This should be included as it will be inserted within the DREAM Certificate.
- Trial assessment: A tick box to let you select trial, which can be changed if required at a later date by accessing the project details via ‘Details’ and un-ticking the box. Only assessments being carried out on live projects should be marked as Live, any assessments which are being used to tender bids should be marked as trial.
- Chose assessor: A drop down box of all registered DREAM Assessors lets you choose assessors for your project. All assessors will be able to edit the assessment. Note: if you are creating the assessment you do not need to select yourself as an assessor.

Follow the prompts and help text to complete, and click Finish to submit the basic outline information of the new assessment. Once you have completed all of the details, you will be taken to the Assessment page (shown below) and your assessment can begin.
Finding your assessment

To find your assessment when logged into DREAM, use the filter drop down boxes on the Main Page.

- Filtering by Name will show all assessments by the chosen assessor.
- Filtering by Module will show all modules being assessed of the module chosen.
- Filtering by Assessment Status will show all assessments of the chosen phase.
- Filtering by Site will show all assessment with the exact Site Name.
- Filtering by Contract will show all assessments with the chosen Contract Type.

In addition to filtering assessments it is also possible to sort assessments. This can be done by clicking on the column heading and can be done for Start Date, Site and Stage.

Editing the assessment’s outline data

Details: Once you have added the details of your assessment, these may be changed at some point in the future, if necessary e.g. the assessor(s) may change. To change any of the basic information for your assessment select the ‘Details’ button.
Completing and editing your assessment

Once the basic information is in place you can begin completing the assessment. This is done by clicking the ‘Edit’ button of your assessment. You can only edit assessments on which you are listed as an assessor.

**Guidance Notes:** These are available for all criteria at each phase of the assessment. Guidance Notes explain the aim of the criteria, how many credits are available and what you need to do to meet the criteria, as well as provide guidance on the type of evidence to provide.

**Scoring:** The assessor needs to replace the ‘Select….’ with the appropriate score from the dropdown selection. The assessment stage cannot be submitted until all questions have been given a score.

**Assessors Notes:** The ‘Assessors Notes’ needs to be completed. This is where the evidence is provided to explain how the project is meeting the criteria as outlined in the guidance notes. You can also upload documents in support of the assessment by clicking ‘Browse’, selecting the appropriate document and clicking ‘Upload’.

**Project Phase:** The project phase box shows you which phase you are currently editing. You can view and edit any of the phases by clicking on the relevant phase button, unless the stage has been submitted (see ‘Submitting your assessment’ section).
Stage Summary: At any time while completing a new assessment, or editing an assessment, you can view the Summary for the Survey, Design, Construction or Operation phases by clicking on the appropriate tab. This will display the results so far, based on the percentage of the questions answered and the answers given.

Print a Stage: You can generate a Stage Report within the appropriate stage by going to the Stage Summary tab then clicking the Print button.

Key Credits: Key credits are denoted by an asterisk in the criteria box. These questions must be answered otherwise the assessment will obtain a Fail.
Save: The ‘Save’ button allows you to save any changes made to your assessment credits or assessors notes. Be sure to save any changes often so that you do not lose your progress.

Reference Material: There are links to useful Reference Materials. These are available by clicking the ‘Reference’ button in each topic tab.

DEAL (Dream Evaluation and Assessment Log): You can generate a DEAL report at anytime throughout the assessment. It is in PDF format and can be downloaded by clicking the DEAL button at the top left of the assessment main page. A DEAL provides a summary of the credits achieved and the evidence provided by the assessor.
Submitting your assessment

Assessments can only be submitted by the assessment’s Lead Assessor. Assessments can only be submitted once the minimum Pass score is achieved and once all the credits have been answered. The Lead Assessor should aim to submit the assessment as soon as the stage is completed. The score is frozen for stages that are submitted. This ensures that any changes made to the DREAM will not adversely affect the score.

DREAM Certificates

Once you have submitted a stage a certificate is automatically generated using the stage rating and score along with general project information. A thumbnail is found on the summary tabs for the submitted stages.

Project Phase

Once you have completed the assessment of a project phase, for example Survey, you can submit the completed assessment by clicking the button ‘Submit Survey’ located at the top left of the main assessment phase.

Once a Project Phase assessment has been submitted, it cannot be edited further. However, should you find that a mistake has been made, contact the DREAM Helpdesk who may be able to make an amendment to your assessment.

Project Phase FAR (Final Assessment Report)

Once assessments have been completed and submitted for Survey, Design and Construction, a Project Phase FAR report will be available. This can be viewed and downloaded by clicking on the Proj. Phase FAR button located in the upper left of the assessment page. This button will not be available until the assessments have been completed and submitted.
Submitting Construction Stage

The responsibility for the DREAM assessment transfers from the project team at the end of the construction stage to the customer/Facilities Manager for operation stage. Before the construction stage can be submitted the project team need to have completed a handover of the DREAM assessment to the relevant person(s) and selected them as a Lead Assessor for the operation stage.

Complete FAR (Final Assessment Report)

Once all assessments (e.g. Project and Operation phases) have been completed and submitted, a Complete FAR report will be available. This can be viewed and downloaded by clicking on the Complete FAR button located in the upper left of the assessment page. This button will not be available until the assessments have been completed and submitted.

DREAM Development

The MOD need to ensure that DREAM continues to meet its requirement as the MOD’s preferred environmental performance assessment tool. This requires development work.
and as the DREAM is a live web-tool any development could impact on assessments. Once Users have been issued with a User Name and Password they will receive emails to advise on any development works to DREAM and likely impacts on their assessments. In addition full details of any changes are captured within the DREAM Version Control.

DE Property Directorate encourage and appreciate feedback from DREAM Users. If you have any suggestions on improvements or development then please forward your ideas to the DREAM Mailbox for consideration: dream@de.mod.uk

Any queries should also be directed to the DREAM Mailbox or 94421 2232