Defence Related Environmental Assessment Methodology (DREAM)

Handbook V5.0
### 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>
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<td>Dawn Evans</td>
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<td>Jamie Udell</td>
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1. Introduction

This Defence Related Environmental Assessment Methodology (DREAM) Handbook provides information on the mandatory requirement to complete environmental assessments on MOD construction projects.

2. What is DREAM?

The built environment has a significant 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 an adverse effect on our communities and businesses. The MOD recognises the need for effective management in this area and has designed DREAM to specifically assess the environmental performance of construction projects on the MOD estate.

DREAM helps create a sustainable built environment by supporting clients, designers and project managers through the design, construction and facility management processes. It provides a holistic approach that ensures environmental issues are dealt with positively, whole life costs are reduced, and better living and working conditions are delivered.

3. The Policy

All central government departments and their related organisations must ensure that they meet at least the mandatory Government Buying Standards (GBS) when buying goods and services. The GBS for New Build Construction and Major Refurbishments requires that:

- An appropriate environmental assessment method such as BREEAM or an equivalent (e.g. CEEQUAL, DREAM etc.) appropriate to the size, nature and impact of the project must be carried out on all projects using the Treasury Green Book or other appropriate guidance provided by government.

- Where BREEAM is used, all new projects are to achieve an “excellent” rating and all major refurbishment projects are to achieve a “very good” rating, unless site constraints or project objectives mean that this requirement conflicts with the obligation to achieve value for money. Where an alternative environmental assessment methodology is used, projects should seek to achieve equivalent ratings.

4. The Appraisal Tools Hierarchy

A hierarchy of appraisal tools is available to assess and manage sustainability and environmental impacts across the MOD business. 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. Section 6 of the SEAT Handbook provides further information on DREAM.

DREAM is one of the more detailed tools that should be identified by the Sustainability Appraisal process.

5. ‘DREAM Assess’ & ‘DREAM MNW’

There are two separate DREAM tools, both developed by MOD to specifically address the unique nature of MOD buildings. Those tools are:

- ‘DREAM Assess’ – designed to be used for new buildings and major refurbishments that use energy to condition the indoor climate for occupation. www.dreamassess.com

- ‘DREAM Minor New Works (MNW)’ - designed for smaller projects and partial refurbishments. www.dreammnw.com

‘DREAM Assess’ consists of twelve modules that cover six building types each designed to cover a range of MOD buildings. Each building type has a New Build and Refurbishment module.

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Function / Primary Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hangars and Workshops</td>
<td>Hangars, Workshops, Fire Stations, Warehouses, Large Open Plan Gyms</td>
</tr>
<tr>
<td>Kitchen and Dining Facilities</td>
<td>Messes, Kitchens, Restaurants, Canteens, Bars,</td>
</tr>
<tr>
<td>Commercial Space</td>
<td>Offices, Conference facilities, Educational facilities</td>
</tr>
<tr>
<td>Living Accommodation</td>
<td>Single Living Accommodation</td>
</tr>
<tr>
<td>Mediterranean Living Accommodation</td>
<td>Single Living Accommodation</td>
</tr>
<tr>
<td>Mediterranean Kitchen and Dining</td>
<td>Messes, Kitchens, Restaurants, Canteens, Bars, Educational facilities</td>
</tr>
</tbody>
</table>

DREAM MNW consists of twelve modules that cover various minor new work activities.

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Function / Primary Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>DII</td>
<td>Includes works on the Defence Information Infrastructure including upgrades to hardware, servers, and cabling.</td>
</tr>
<tr>
<td>BMS</td>
<td>Includes the installation, replacement or extension of a Building Management System</td>
</tr>
<tr>
<td>Fire Suppression System</td>
<td>Includes the installation and updating of a new fire suppression system</td>
</tr>
</tbody>
</table>
### 6. Which tool to use?

When deciding which tool to apply the following criteria should be used:

- **New build projects that fit one of the ‘DREAM Assess’ building types.** A full assessment is required using the most appropriate ‘DREAM Assess’ module. Projects are to achieve an “Excellent” rating. [www.dreamassess.com](http://www.dreamassess.com)

- **New build projects that don’t fit one of the ‘DREAM Assess’ building types.** An assessment is still required, however, there are two options available:
  
  i. Using the closest fit ‘DREAM Assess’ module, projects are to achieve a ‘target’ numeric score, based on the available credits and value for money set at the design stage. [www.dreamassess.com](http://www.dreamassess.com)

  ii. A bespoke module created using ‘DREAM MNW’ New Build Module. Projects are to achieve a minimum 70% of the available credits achieved (equivalent to an ‘Excellent rating’) [www.dreammnw.com](http://www.dreammnw.com)

- **Major refurbishment projects that fit one of the ‘DREAM Assess’ building types.** A full assessment is required using the most appropriate ‘DREAM Assess’ module. Major refurbishment is defined as refurbishment where construction results in the remodelling or adaptation of existing elements of the building envelope, structure and renewal of key building services. Projects are to achieve at least a “Very Good” rating. [www.dreamassess.com](http://www.dreamassess.com)

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<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating</td>
<td>Includes whole system replacement or installation.</td>
</tr>
<tr>
<td>Roofing</td>
<td>Includes recovering and / or replacement of a roof.</td>
</tr>
<tr>
<td>Re-decoration</td>
<td>Includes the redecoration of internal surface finishes and replacement of damaged areas.</td>
</tr>
<tr>
<td>Air conditioning</td>
<td>Includes installing, replacing or upgrading an air conditioning system.</td>
</tr>
<tr>
<td>Windows</td>
<td>Includes window replacement and overhaul.</td>
</tr>
<tr>
<td>Lighting and Electrics</td>
<td>Includes the replacement/extension of luminaries, rewiring and re-switching.</td>
</tr>
<tr>
<td>Demolition</td>
<td>The demolition of a structure which is not related to follow on development on that site.</td>
</tr>
<tr>
<td>Minor New Build</td>
<td>New build projects that do not fit one of the ‘DREAM Assess’ building types.</td>
</tr>
<tr>
<td>Minor Refurbishment</td>
<td>A project where the work includes two or more of the MNW modules but does not constitute a Major Refurbishment.</td>
</tr>
</tbody>
</table>
• **Partial refurbishment projects.** A ‘DREAM MNW’ assessment is required using the most appropriate module. Partial refurbishment is defined as refurbishment where only individual elements of the structural / building envelope (e.g. windows or roofs) or individual services elements (e.g. heating, lighting or air-conditioning) are being replaced or upgraded. Projects are to achieve a minimum 70% of the available credits (equivalent to an ‘Excellent rating’) [www.dreammnw.com](http://www.dreammnw.com).

Project teams should remain pragmatic when considering whether environmental performance assessments are required and each activity should be judged independently. DIO can be contacted for advice where project teams are unsure whether a DREAM assessment is appropriate ([DIO-DREAM@mod.uk](mailto:DIO-DREAM@mod.uk)).

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).

### 7. DREAM Equivalent Assessments

DREAM should be used in preference to the Building Research Establishments Environmental Assessment Methodology (BREEAM) or other assessment methodologies. 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.

- **The BREEAM method** offers a fully certificated environmental performance assessment of construction projects and can be used to assess the environmental performance of a range of building types including: Offices, Homes (EcoHomes /Code for Sustainable Homes), Industrial units, Retail units and Schools. Other building types such as leisure centres and laboratories can be assessed using a bespoke version of BREEAM. To date the majority of defence projects where BREEAM has been used have required the commissioning of a bespoke version (Project SLAM, Allenby Connaught, Neptune etc).
  Assessments must be carried out by independent assessors who are trained and licensed by the Building Research Establishment (BRE). Recommended fee scales for assessors and BRE quality control and certificate fees are posted on their website. [www.bre.co.uk](http://www.bre.co.uk).

- **The Code for Sustainable Homes** is an environmental assessment of new housing in England, Wales and Northern Ireland. Assessments are carried out in two phases, an initial assessment at the design stage, and then a final assessment after construction. Assessments are carried out by independent assessors who are trained and licensed by BRE. All new Service Families Accommodation in the UK should meet at least Level 3 of the Code or the local Planning Authority requirement if higher.

- **The EcoHomes scheme** for the assessment of new housing expired in April 2012 in England, Wales and Northern Ireland and was replaced by the Code for Sustainable Homes. The Ecohomes scheme continues to be used for new housing in Scotland. The Ecohomes scheme for the assessment of housing refurbishment expired in July 2014 for the whole of the UK, including Scotland. The scheme was replaced by BREEAM.
Domestic Refurbishment. EcoHomes is a version of BREEAM and is carried out by independent assessors who are trained and licensed by BRE. Guidance and details of assessors for EcoHomes can be found on the BREEAM website at: www.breeam.org

- The **Civil Engineering Environmental Quality Award** (CEEQUAL) is an award based assessment scheme designed to address the environmental quality of civil engineering projects. It is applicable to all types and sizes of civil engineering projects and works. When CEEQUAL is used on an MOD civil engineering project or the civil engineering elements of a development project, the question set which is applicable for the Whole Project Award 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, then they should secure the services of an accredited CEEQUAL assessor at the earliest opportunity. Otherwise, the question set pertaining to the CEEQUAL Whole Project Award should be used on a self assessment basis. Project Managers who elect not to seek a formal CEEQUAL award but nevertheless still wish their projects to be subject of a CEEQUAL assessment, should appoint an appropriately trained person accordingly. Full details relating to the CEEQUAL awards and accredited assessors can be found at: www.ceequal.com

### 8. DREAM Structure

Both a ‘DREAM Assess’ and ‘DREAM MNW’ assessment is divided into four DREAM Stages; Survey, Design, Construction and Operation. The first three stages are collectively known as the Project Phase. Details of each stage and their relationship with DIO processes are shown below:

<table>
<thead>
<tr>
<th>DREAM Phase</th>
<th>DREAM Stage</th>
<th>DIO Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project</strong></td>
<td><strong>Survey</strong> - site selection; current state of existing site, capacity of local infrastructure; collation of relevant environmental information for handover to the design team.</td>
<td>Undertaken as part of the Options Analysis process (Stages B-010 to B-030) for new developments and refurbishments.</td>
</tr>
<tr>
<td></td>
<td><strong>Design</strong> – 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.</td>
<td>Undertaken as part of the Options Analysis process (Stage B-040: Develop referred Option).</td>
</tr>
<tr>
<td></td>
<td><strong>Construction</strong> – managing, monitoring and preventing environmental impacts associated with construction</td>
<td>Undertaken as part of Stage E-020 (create capability) for new builds and Stage E-040 (maintain capability) for</td>
</tr>
</tbody>
</table>
A predicted environmental performance assessment rating can be generated and maintained throughout the project phase. Once assessments have been completed and submitted for Survey, Design and Construction, a Project Phase report will be available with a final project phase rating. The Operation assessment is required to establish a final rating following the occupation and use of the building for one year.

Project Managers are responsible for ensuring the first three stages of the assessment, collectively known as the Project Phase, are completed. Whilst DREAM was designed to be used by Project Managers, some may wish to obtain external assistance to complete the assessment. Responsibility for the Operation stage sits with the customer/facility operator (i.e. Industry Partner) and may be undertaken by facility managers, building managers or other appropriate responsible persons. The Project Phase assessment can not be successfully completed until an assessor for the Operational Phase has been appointed and is aware of their responsibilities.

To complete a DREAM assessment, an assessor is required to answer a number questions within each stage under the following categories:

- Biodiversity and Environmental Protection
- External Environmental Quality
- Energy
- Internal Environmental Quality
- Procurement
- Travel
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.

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.

Within the tool, each of the four stages is submitted sequentially by the DREAM assessor. 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.

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.

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.

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 Infrastructure Organisation 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.

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.

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.
DREAM assessments are rated on the following scale:

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

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.
9. Using ‘DREAM Assess’

This section provides details on how to use the ‘DREAM Assess’ tool to carry out an assessment. Instructions on using ‘DREAM MNW’ can be found at section 10.

9.1 Login Screen (www.dreamassess.com)

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

- **User Name / Password**: You can login to ‘DREAM Assess’ 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. The Forgotten Password page requires you to enter the email address that is held for you by the DREAM Administrator.
- **New User**: You can apply for a login by clicking the ‘Apply for login’ button. 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 Questions**: ‘DREAM Assess’ consists of twelve modules that cover six building types each designed to cover a range of MOD buildings. Under each module there is an option to ‘View Questions’ which allows visitors to the site to view the questions pertaining to that module.
- **New Assessment**: Under each module there is an option to begin a ‘New Assessment’. You will need a User Account to access this function.
- **Scrolling Banner**: Provides information on updates or other important news.
9.2 ‘DREAM Assess’ Entry Page

When you first login to the ‘DREAM Assess’ assessment website, the entry screen will change to give you the option to view the Assessment List. This allows you to manage your own assessments and view others (depending on your level of access).

The ‘New Assessment’ function for each module will also be enabled. Further explanation of the ‘New Assessment’ function is provided at Para 9.4.

9.3 ‘DREAM Assess’ Main Page

By clicking on ‘Assessment List’ the following page will be displayed. The various sections of the page are explained below.
• **Log out:** Log Out function

• **Question Set Overview:** This enables you to have an overview of the questions that make up a DREAM Assessment. You are able to filter by DREAM ‘Module’ and DREAM ‘Stage’.

• **New Assessments:** To start a new assessment, click on the ‘New Assessment’ button. You will be re-directed to the entry page where you are able to choose the appropriate module. Further explanation is provided under ‘Starting a New Assessment’ section (para 9.4).

• **Home:** This will take you back to the entry page

• **View Version History:** Allows you to view the DREAM version history

• **DREAM Help Desk:** Allows you to send an e-mail to the DREAM Help Desk (DIO-DREAM@mod.uk)

• **Help:** Opens this guide

• **Filtering existing 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, Site or Contract.

  o Non MOD staff will only be able to view their own assessments. 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: DIO-DREAM@mod.uk

At the bottom of the page a list of all current assessments is displayed. For those with ‘Own Only’ access they will only be able to see their own assessments. Those with full access will be able to see all assessments.

The following details are given about each assessment listed. Assessments can be sorted by clicking on any of the headings.

<table>
<thead>
<tr>
<th>Assessors</th>
<th>Start Date</th>
<th>Project No</th>
<th>Num</th>
<th>Building</th>
<th>Site</th>
<th>Rating</th>
<th>Stage</th>
</tr>
</thead>
</table>

Next to each assessment there will be a number of options available depending on the users level of access

• **Details:** Provides a summary of the project based on information entered when the assessment was created.

• **Edit:** Allows users to edit their assessment only.

• **View:** Allows users to view assessments other than their own.

• **Delete:** Allows users to delete their own assessments.
9.4 Starting a new ‘DREAM Assess’ assessment

To begin a new assessment, navigate to the Entry Page and click on ‘New Assessment’ under the module that is most appropriate for your project. You will be taken to the page below where you will be required to input some details about your project.

The required details include:

- **Building Name.**
- **Site.** A Drop down box lets you chose from a number of sites. If a site does not appear on the list please contact ‘DIO-DREAM@mod.uk’
- **Occupier**
- **Address**
- **Project Description**
- **Building Type:** Drop down box that lets you chose from Hangars and Workshops, Kitchen and Dining, Commercial, or Living Accommodation.
- **Existing Building:** If your building is sufficiently similar to another assessed building (e.g. SLAM) you can use this feature to populate the above fields.

Once the above details have been populated click ‘Next’. The following screen is displayed.
The required details include:

- **Top Level budget holder**
- **PPM or Minor New Works No:** Dial and text boxes to be completed
- **Assessment Number**
- **Managed by DIO:** 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.

Once the above details have been populated click ‘Next’. The following screen allows you to add additional assessors to your project by clicking ‘Add’. You can choose from a drop down box of all registered DREAM Assessors. 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. Once you have added all additional assessors, click ‘Finish’.

You have now entered all the outline information for your project and can begin your assessment.
9.5 Completing and editing your assessment

Once the basic information is in place you can begin completing the assessment. The various sections of the assessment page are explained below.

At the top of the page you have a number of options:

- **Home**: Returns you to the entry page
- **Save**: You can save your assessment at any time
- **Submit**: Once you have completed a stage (Survey, Design, Construction & Operation) you need to Submit. Once a stage has been submitted it becomes read only.
- **Deal**: Dream Evaluation and Assessment Log - You can generate a PDF DEAL Report at anytime throughout the assessment. A DEAL Report provides a summary of the credits achieved and the evidence provided by the assessor.
- **Help**: Opens this guide.

The page also displays some information about your project:

- **Cumulative Score**: The cumulative score for the four stages (Survey, Design, Construction & Operation)
- **Live / Trial Assessment**: Will display whether your assessment is Live or on Trial
- **Site**: Displays the site
- **Current Stage**: Displays which stage your assessment is at.
- **Building**: Displays the building
- **Project Type**: Displays which DREAM module you have chosen (Hangars and Workshops in this case)
- **Project Phase Summary**: By clicking this link you will be given a summary of the Project Phase (i.e. Survey, Design & Construction)
- **Overall Summary**: By clicking this link you will be given a summary of the whole assessment (i.e. Survey, Design, Construction & Operation)
Your assessment is divided into four DREAM Stages; Survey, Design, Construction and Operation. The first three stages are collectively known as the Project Phase.

You are able to access the questions for each stage by clicking on the relevant tab. Beneath each stage tab are further tabs that divide the questions into environmental categories. In the above example the ‘Survey Stage’ and ‘Biodiversity’ category are selected. The environmental categories are:

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

There is also a summary tab. At any time while completing a new assessment, or editing an assessment, you can view the summary for the Survey, Design, Construction or Operation stages by clicking on this tab. This will display the results so far, based on the percentage of the questions answered and the answers given.
9.6 Answering the questions and awarding credits

A DREAM assessment is completed by awarding credits against specific questions. Each of the questions is structured in the same way irrespective of which stage or what environmental category it features in. In the example shown above, the following information is displayed:

- **Question Code:** D-EN 3
- **Title:** Renewable Energy Feasibility Study
- **Question:** Have all renewable supply opportunities been identified?
- **Aim:** To reduce CO2 emissions to atmosphere and maximise sourcing of energy from renewable resources.
- **More Guidance:** This opens the relevant Guidance Note which explains the aim of the question, the number of credits available, the credit criteria and the credit evidence. *It is important that the Assessor fully understands the Guidance Note before awarding any credits.*
- **More Notes:** This is where the evidence is provided to explain how the project is meeting the criteria as outlined in the guidance notes. Documents can be uploaded in support of the assessment. *It is important that the Assessor clearly explains how they are meeting the evidence requirements.* If specific documents are requested as evidence they should also be uploaded here. If large documents are uploaded as evidence the assessor should clearly explain in which section the relevant evidence can be found.
- **Credits:** To award credits, 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.
- **Key Credits:** Key credits are denoted by an asterisk. These questions must be answered otherwise the assessment will obtain a Fail.

You can save your assessment at any time and are encouraged to do so as you add evidence.
9.7 Submitting your assessment

Once you have completed a stage you need to Submit. Each of the four stages is submitted sequentially. Once each stage is submitted, a ‘Stage Assessment Report (SAR)’ is automatically generated, summarising the credits achieved / not achieved for that stage, and the DREAM rating achieved for that stage. The SAR can be found as a PDF beneath the relevant Stage tab (see below).

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.

Assessments can only be submitted by the assessment’s Lead Assessor. Assessments can also 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.

Once you have submitted a stage a certificate is automatically generated using the stage rating and score along with general project information. A PDF of the certificate is available on the Summary tab.

When the three stages that make up the Project Phase (Survey, Design & Construction) have been submitted a ‘Project Phase Complete Assessment Report’ will automatically be generated. This report summarises the Project Phase DREAM assessment, including the final Project Phase DREAM rating.
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.

Once a Project Phase assessment has been submitted, it cannot be edited further. Should you find that a mistake has been made please contact the DREAM Helpdesk (DIO-DREAM@mod.uk).

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.
10. Using ‘DREAM MNW’

This section provides details on how to use the ‘DREAM MNW’ tool to carry out an assessment. Instructions on using ‘DREAM Assess’ can be found at section 9.

10.1 Login Screen (www.dreammnw.com)

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

- **User Name / Password:** You can login to ‘DREAM MNW’ to carry out your assessment. To apply for a password please visit www.dreamassess.com

- **Forgotten Password:** Should you be unable to remember the password assigned to you, you can fill out a reminder request form. The Forgotten Password page requires you to enter the email address that is held for you by the DREAM Administrator.

- **Find Out More:** ‘DREAM MNW’ consists of twelve modules that cover various minor new work activities. Under each module there is the option to ‘Find Out More’.

- **View Questions:** Under each module there is an option to ‘View Questions’ which allows visitors to the site to view the questions pertaining to that module.

- **New Assessment:** Under each module there is an option to begin a ‘New Assessment’. You will need a User Account to access this function.
10.2 ‘DREAM MNW’ Entry Page

When you first login to the ‘DREAM MNW’ assessment website, the entry screen will change to give you the option to view the Assessment List. This allows you to manage your own assessments and view others (depending on your level of access).

The ‘New Assessment’ function for each module will also be enabled.

The ‘Start Here’ option helps users decide which DREAM module is most appropriate.

10.3 ‘DREAM MNW’ Main Page

By clicking on ‘Assessment List’ the following page will be displayed. The various sections of the page are explained below.
• **Home**: Will take you back to the Entry Page
• **DREAM Help Desk**: Allows you to send an e-mail to the DREAM Help Desk (DIO-DREAM@mod.uk)
• **Filtering existing 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, Site or Contract.

At the bottom of the page a list of all current assessments is displayed. For those with ‘Own Only’ access they will only be able to see their own assessments. Those with full access will be able to see all assessments.

The following details are given about each assessment listed. Assessments can be sorted by clicking on any of the headings.

<table>
<thead>
<tr>
<th>Assessors</th>
<th>Module</th>
<th>ID</th>
<th>Start Date</th>
<th>Project No</th>
<th>Building</th>
<th>Stage</th>
<th>Options</th>
</tr>
</thead>
</table>

Next to each assessment there will be a number of options available depending on the users level of access

• **Details**: Provides a summary of the project based on information entered when the assessment was created.
• **Edit**: Allows users to edit their assessment only.
• **View**: Allows users to view assessments other than their own.
• **Delete**: Allows users to delete their own assessments.
10.4 Starting a new ‘DREAM MNW’ assessment

To begin a new assessment, navigate to the Entry Page and click on ‘New Assessment’ under the module that is most appropriate for your project. You will be taken to the page below where you will be required to input some details about your project.

The required details include:

- **Building Name.**
- **Site.** A Drop down box lets you chose from a number of sites. If a site does not appear on the list please contact ‘DIO-DREAM@mod.uk’
- **Occupier**
- **Address**
- **Project Description**
- **Top Level budget holder**
- **Project Reference Number**
- **Managed by DIO:** Tick box
- **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.
- **Project Details and Performance:** An opportunity for the Assessor to give more detail about the project.

You have now entered all the outline information for your project and can begin your assessment.
10.5 Completing and editing your assessment

Completing and editing your assessment follows the same process as the ‘DREAM Assess’ tool. Please see section 9.5.

10.6 Answering the questions and awarding credits

Answering the questions and awarding the credits follows the same process as the ‘DREAM Assess’ tool. Please see section 9.6.

10.7 Submitting your assessment

Submitting your assessment follows the same process as the ‘DREAM Assess’ tool. Please see section 9.7.

11. 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.

DIO 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: DIO-DREAM@mod.uk.