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Overview

Introduction

Thank you for choosing the DREAM tool for the environmental performance assessment of your building project. DREAM is the first tool of its kind designed specifically for the environmental performance assessment of MOD new construction and refurbishment construction projects, utilising internet technology.

The DREAM tool will be a key enabler in improving the environmental performance of MOD building projects and achieving government sustainability targets.

Central Government has 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 projects. Further to this, the following ratings must be achieved in DREAM (or equivalent) assessments:

- New Build – ‘Excellent’
- Refurbishment – ‘Very Good’


The DREAM tool will ensure that Project Managers can comply with the mandatory requirement to carry out an environmental performance assessment on all defence construction projects. Project Managers should therefore refer to the DE Network System (DEnis - Business Management System (BMS), 2.5 CONSTRUCTION and in particular, 2.5.2.1 DREAM for advice. Users without access to the DEnis system should contact the DREAM Administrator at: dream@de.mod.uk for further advice about how DREAM fits within the BMS.

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
- Post updates to the DE Project and Programme Management file
- Produce an automated detailed DREAM Final Assessment Report (DREAM FAR) at post four season occupation
DREAM Structure

DREAM assessments are rated on the following scale:

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

There are four DREAM Modules which are designed to cover a range of MOD buildings. These are described in the following table.

<table>
<thead>
<tr>
<th>DREAM Module</th>
<th>Module Name</th>
<th>Function / Primary Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hangars and Workshops</td>
<td>Hangars, Workshops, Fire Stations, Warehouses</td>
</tr>
<tr>
<td>2</td>
<td>Kitchen and Dining Facilities</td>
<td>Messes, Kitchens, Restaurants, Canteens, Bars, Educational facilities, Leisure facilities</td>
</tr>
<tr>
<td>3</td>
<td>Commercial Space</td>
<td>Offices, Conference Facilities</td>
</tr>
<tr>
<td>4</td>
<td>Living Accommodation</td>
<td>Single Living Accommodation</td>
</tr>
</tbody>
</table>

The DREAM tool is designed to assess the environmental impacts of the building itself through the four process stages:

- **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 (eg 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** – implementing and maintaining systems to monitor, reduce and report environmental impacts associated with operation of the building.
Within the four stages, the DREAM questions are arranged under the following categories, which are based on SDIG categories:

- Biodiversity, Cultural and Environmental Protection
- External Environmental Quality
- Energy
- Internal environmental quality
- Procurement
- Travel
- Water
- Waste

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.
- Further Guidance (the first three references in each section are the key references for the assessor and project team):
  - MOD Guidance
  - Other Guidance

A DREAM rating is calculated at each of the four stages, and the final overall DREAM rating is determined after the first year of occupation of the building.

Within the tool, each of the four stages is submitted sequentially by the DREAM assessor when the assessment for that stage is complete (i.e. 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.

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 ‘DREAM Evaluation and Assessment Log’ (DEAL) is available. The DEAL 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 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 compulsory questions at each stage, which must be awarded in order to achieve at least a ‘Pass’ rating.

The assessment process is shown in the following figure.
The following Project Process Diagram demonstrates how DREAM fits into the project cycle.
Instructions

Users should interact with the DREAM tool in order to familiarise themselves with how it works before they undertake an assessment, and use this user handbook to assist them in this process.

Project Managers should ensure that all data filed to the DREAM data base remains UNCLASSIFIED; ie is not subject to any security restrictions.

The DREAM tool does not supersede any statutory or other regulations.

It is advised that all DREAM assessment data should be saved on the user’s local hard drive using a pdf version of the DREAM Evaluation and Assessment Log (DEAL), in addition to saving and filing to the DREAM database. Each completed stage of the environmental performance assessment should also be filed to the DE Project & Programme Management database. Essential information to be reported includes:

- The Rating achieved for each stage (Survey, Design, Construction, Operation)
- The overall Rating of the Project.
General Access

Entry Screen.

Upon first viewing the system, this is the page that visitors will see.

Here you are given option to ‘log in’ to the site, which will give access to actual assessments. Should you not have any login details, you can choose two other options:

- ‘View’ – View the assessment questions for all the available modules, with the option to view the guidance notes, and the max credits available for each question.
- ‘Print’ – View a printable PDF file containing the assessment questions and Guidance notes.
Note: The 'Print' option is also available from a button when viewing an 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 will require you to enter the email address you registered with when you first signed up to the DREAM site.

Should you remember your password during the process of entering your email address you can cancel the action by the ‘cancel’ button, which will take you back to the login page. Or you can carry out the reminder request by the ‘Update’ button.
When logged in, the user will be greeted with the following screen:

This is the 'Assessments' page.

Initially, it appears similar to the Entry screen, but it differs in that the user, now having logged in, has more options available.
Assessments: Main page

This displays all of the Assessments that have been either submitted or are awaiting submission.

They can be viewed, edited, or deleted via the buttons labelled after each Assessment.

The options are:

- **‘Details’** – Allows the user to view the further details of an Assessment such as building details
- **‘View’** – View the assessment, no changes can be made to the assessment.
- **‘Unsubmit’** – Changes the status of an Assessment, so that it can be edited for re-submission.
- **‘Edit’** – Allows the user to answer assessment questions, this is only available for assessments created by the current user which are In Progress.
Note: **Assessments cannot be edited once they have been submitted**

If you need to edit an assessment after you have submitted it you must first Un Submit it.

After choosing to unsubmit an assessment, the following alternative option buttons become available:

- **‘Edit’** – replaces ‘View’, and allows the user to edit the choices made to complete the Assessment, prior to re-submission.
- **‘Delete’** – Replaces the ‘Unsubmit’ option, and deletes an assessment.
Assessments: Assessment Details

This is the page showing the details of an assessment. It is viewable whether an assessment is currently in the submitted status or not.
New Assessment

When the ‘New’ button is selected under the ‘Start New Assessment’ text, the page changes to a form showing fields to input the details of a building type.

New data can be entered in the top fields under the ‘Add new Building’ section, and then choosing ‘Next’, or the user can choose to use existing building data.

The building types are selectable from a drop-down menu under ‘Use Previous Building Details’. Click the ‘Next’ button in this section.

The following screen requires more information. Follow the prompts and help text. Click ‘Finish’ to submit the base information for the new Assessment, and move onto filling in the actual assessment to be submitted, a blank version of the form seen in the ‘Edit/View Assessment’ section.
View/Edit Assessment

When ‘View’ or ‘Edit’ is selected on the assessment main page, this is the page that will be displayed. If editing, the answer choice selection fields will already be populated, but can be changed. When viewing, the assessment will be un-editable, and when filling in a new assessment, the answer choices will be blank.

The answers can then be submitted/resubmitted by the ‘Submit’ button in the upper left menu.

You also have the option to save the data without submitting it.
Assessment: DEAL (Dream Evaluation and Assessment Log)

This is a PDF that is downloadable from the Assessment Main Page. It is accessible by the DEAL button on the Fill in/Edit Assessment page.
Assessment: FAR (Final Assessment Report)

This is another PDF, but it is only accessible from the ‘FAR’ button next to the ‘DEAL’ button when viewing a submitted assessment.
Assessment Results Summary

At any time while completing a new assessment, or editing a current assessment, clicking on the light green tab labelled ‘Results Summary’ will generate a summary of the results so far, based on the percentage of the questions answered, and the answers given.

After viewing the results summary, the user can return to the task of retry the assessment.